



STATE OF NORTH DAKOTA

ACCOUNTS RECEIVABLE MANUAL

PEOPLESOFT
VERSION 8.4

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Disclaimer

Written by MAXIMUS, ERP Solutions Division, March 2014.

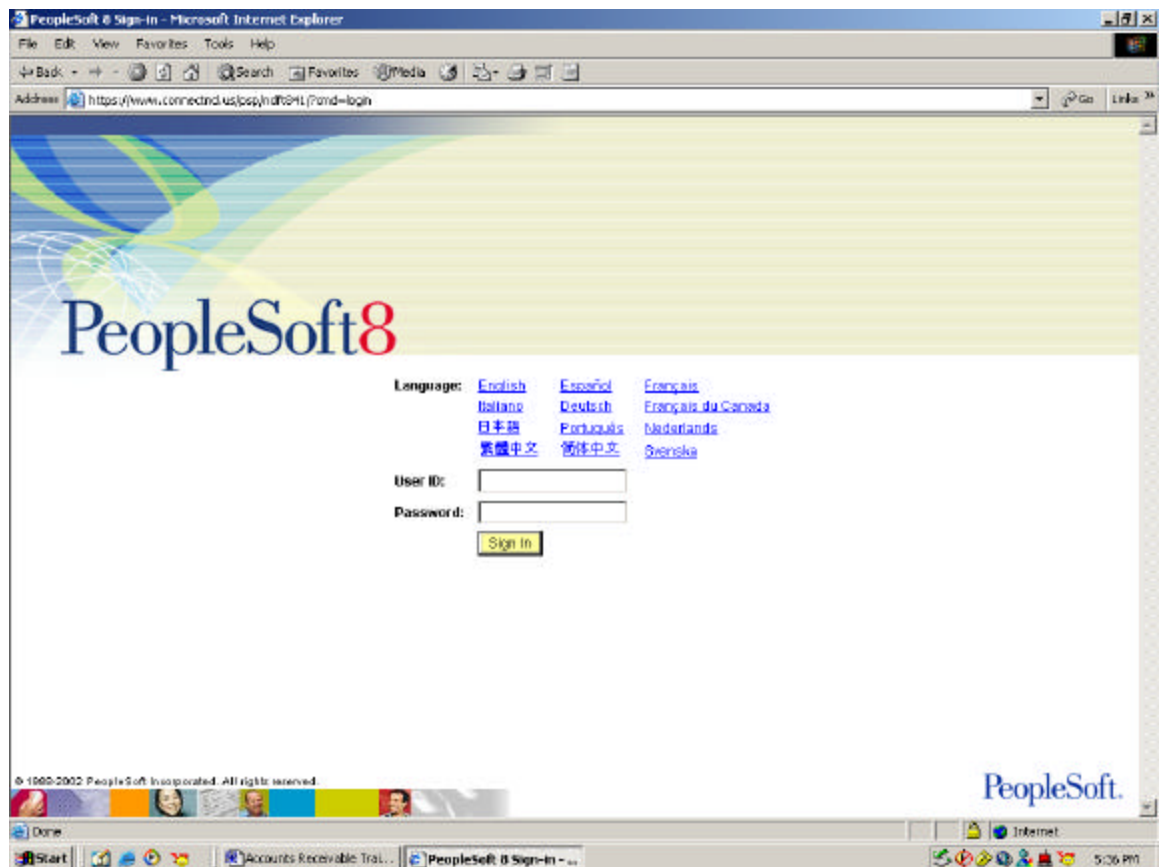
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Exclusion


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Signing into PeopleSoft


- Enter your unique User ID and Password.
- Click **Sign In**.









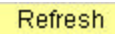
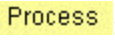

Effective Dates within PeopleSoft

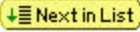




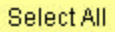
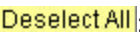






- **EFFECTIVE DATES** are very important in PeopleSoft. When you enter information, it is important that you effective date it with either the date that you entered the information, or a future/past date that the information became active. Therefore, if a customer has an address change effective the end of the current month. You can bring up the customer and ADD a new row using the  icon. It is important that you do not just change the current information in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper

way to add or change information is to add a new row and effective date it with the proper information. In our example above, you would effective date the new address with the date for the end of the month (when the move is to occur). PeopleSoft will choose which information to use based on the effective date that is the closed to the current date (not including future dates).

- **INACTIVATING** information within PeopleSoft also works with Effective Dates. If you wanted to inactivate a piece of information, you would bring up the customer and ADD a new row using the  icon. It is important that you do not just change the current status to INACTIVE in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to Inactivate information is to add a new row and effective date. Change the new row's status to INACTIVE. This way you retain history and processing does not have inactive information tied to it.
- **CORRECTION MODE** should not be used to change information. The proper way to change information is by adding a new row with a new effective date.
- **RUN CONTROLS:** It is important that you set up unique Run Controls for each different process that you will be running. If at any time your process fails over and over again, your Run Control could have become corrupted. At that time, create a new Run Control and rerun the process. Sometimes this will work. If not, contact your IT support person for help.

PeopleSoft Icons to Remember

- : Will do a search based on searching criteria and bring up valid values.
- : Will clear the search dialog page of any values so that you can re-enter information.
- : Will bring up a list of valid values.
- : Will bring up a calendar that you can use to specify a date.
- : Click on the drop down box to see a list of valid values that you can choose from.
- [Hyperlink](#): Click on the hyperlink to go to the specified page.
- : Will Save the page.
- : Will refresh the data on the Process Monitor.
- : Will initiate the process specified.
- : Will return to the search dialog page.

-  : Will show the next entry in the list.
-  : Will add another value.
-  : Will add another line.
-  : Will delete another line.
-  : Will allow you to view all or selected lines.
-  : Will select all values in the list.
-  : Will deselect all values in the list.
-  : Will open a new PeopleSoft Internet page.
-  : Will run the process.
-  : Will perform a search based on the searching criteria.
-  : Will refresh or build the page.
-  : Will create entries.
-  : Will delete entries.





Pending Items

External Pending Items

Accounts Receivable > Pending Items > External Items > Group Entry

Pending items enter the system in one of two ways: you can import them from a billing interface or add them manually. At first glance the pages used for reviewing pending items loaded using a billing interface and for entering items online look the same. However, they require a different navigation path and the path you use determines what information can be displayed or updated. **External Pending Items are those that have been imported from the PeopleSoft Billing – Single Action Invoice process.**

NOTE: PeopleSoft Receivables distinguishes between *items* (posted receivables) and *pending items* (information that has been entered into or created by the system but hasn't yet been posted). During the Receivable Update process, the system uses the pending items to update customer balances—either by creating new items or by adding item activity lines to existing items.

- Group Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Group ID: Click  to see a list of valid values.
- User ID: Click  to see a list of valid values.
- Posting Status: Click  to see a list of valid values.
 - All Status
 - Complete
 - Errors
 - Not Posted
- Click **Search**.

Group Entry - Microsoft Internet Explorer

Address: https://www.connectnd.us/copy/nd/PS41/EMPLOYEE/HRPA/ENTER_RECEIVABLES/ENT_EXT/EXTAID_UPDT.GBL

PeopleSoft.

External Pending Item Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Group Unit: = 11000

Group ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Origin ID: begins with

Entered Date: =

Posting Status: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Group Unit	Group ID	User ID	Assigned Operator ID	Origin ID	Entered Date	Posting Status	Posted Date
11000	214	nkhannetjour	nkhannetjour	PS_BI	01/05/2004	Not Posted	(blank)
11000	215	nkhannetjour	nkhannetjour	PS_BI	01/05/2004	Not Posted	(blank)
11000	251	larsbus	larsbus	PS_BI	01/22/2004	Error	01/22/2004
11000	254	abernatson	abernatson	PS_BI	01/22/2004	Not Posted	(blank)

Done

Start

Group Entry - Microsoft

Accounts Receivable Tra...

4:28 PM

- Highlight and click on the appropriate Group ID that you are searching for.

NOTE: You should not be making any changes to the external pending item since the information is originating in PeopleSoft Billing. Only click the **Post Now** option on the Group Action tab or correct errors if the group has a posting status of Error (Example Group ID 251 – above)

Group Entry - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPP/ENTER_RECEIVABLES.ENT_EXTEND_UPDT.GBL

PeopleSoft.

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries

Group Unit: 11000 Group ID: 251

*Acctg Date: 01/22/2004

*Group Type: B Billing Control Currency: ☐

*Origin ID: PS_BI PSFT Bill *Format Currency: USD

Totals		Control Data	
Control:	84,010.39	*Count:	29
Entered:	84,010.39	*Entered:	01/22/2004
Difference:	0.00	*Count:	0
Posted:	43,041.49	*Count:	24

*Received: 01/22/2004 *Entered: 01/22/2004

*Posted Date: 01/23/2004

*Assign: jharshus *User: jharshus

Group Status

Edit Status: Edited Accounting Entries: Balanced

Balanced: Yes Posting Action: No Action

Posting Status: Errors

Save Return to Search All Next in List Previous in List Retry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

NOTE: In the example above there are 29 lines totaling \$64,010.39. Out of those 29 lines, 24 of those are in error and need to be corrected.

- Click on the Pending Item 1 tab to see the lines in Error status.

Group Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Messenger My NDA

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/ENTER_RECEIVABLES.ENT_EXTEND_UPDT.GBL

msn Search Highlight Options Pop-ups Blocked (621) Hotmail Messenger My NDA

PeopleSoft

Home Worklist Add to Favorites Sign out

New Window Help

Group Control Pending Item 1 Pending Item 2 Pending Item 3 VAT Information Accounting Entries

Group Unit: 11000 Group ID: 251

Pending Item Entry Find View All First 1 of 29 Last

Acctg Date: 07/21/2003 As Of Date: 07/21/2003 Sequence: 1

Item ID: MB0000000094 Line: ☐ Posted

Bus. Unit: 11000 Customer: MB 1000000 SubCust1: SubCust2: test

Amount: 10,000.00 Currency: USD Entry Type: IN Reason: Error Info

AR Dist: Each Rlt: 1.00000000 ☐ Revalue Fig Projects

Rate Type: CRRNT

Payment Terms

Terms: Due Date: Due Days:

Disc Amt: Disc Date: Disc Days:

Disc Amt %: Disc Date %: Always Allow Discount

Reference Information

PO Ref: PO Line: BOL: Order No:

Document: Line Item: Contract: L/C ID:

Save Return to Search Next in List Previous in List Help

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

Start NangoIR Khannepur - In... Accounts Receivable Tra... Group Entry - Microsof... 9:30 AM

- Click **Error Info** to view information in regards to the error.

NOTE: In the example above the Customer is not active as of the invoice date. The customer effective date has to be updated to prior to the invoice date for the pending item to post.

- You can navigate to Correct Posting Errors menu page to access and correct data.

Accounts Receivable > Update Receivables > Correct Posting Errors > External Items

External Items - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPP/ENTER_RECEIVABLES.ENT_EXTSD_ERROR.S.GBL

msn Search Highlight Options Pop-ups Blocked (621) Hotmail Messenger My NDI

PeopleSoft. Home Worklist Add to Favorites Sign out

[New Window](#) | [Help](#)

Group Control [Pending Item 1](#) [Pending Item 2](#) [Pending Item 3](#) [VAT Information](#) [Accounting Entries](#)

Group Unit: 11000 Group ID: 251

*Acctg Date: 01/22/2004
 *Group Type: 9 Billing Control Currency:
 *Orig ID: PS_01 PSFT Bill *Format Currency: USD

Totals		Control Data	
Control:	84,010.39	*Count:	29
Entered:	84,010.39	*Received:	01/22/2004
Difference:	0.00	*Entered:	01/22/2004
Posted:	43,041.48	*Posted Date:	01/23/2004
		*Assign:	jarshus
		*User:	jarshus

Group Status

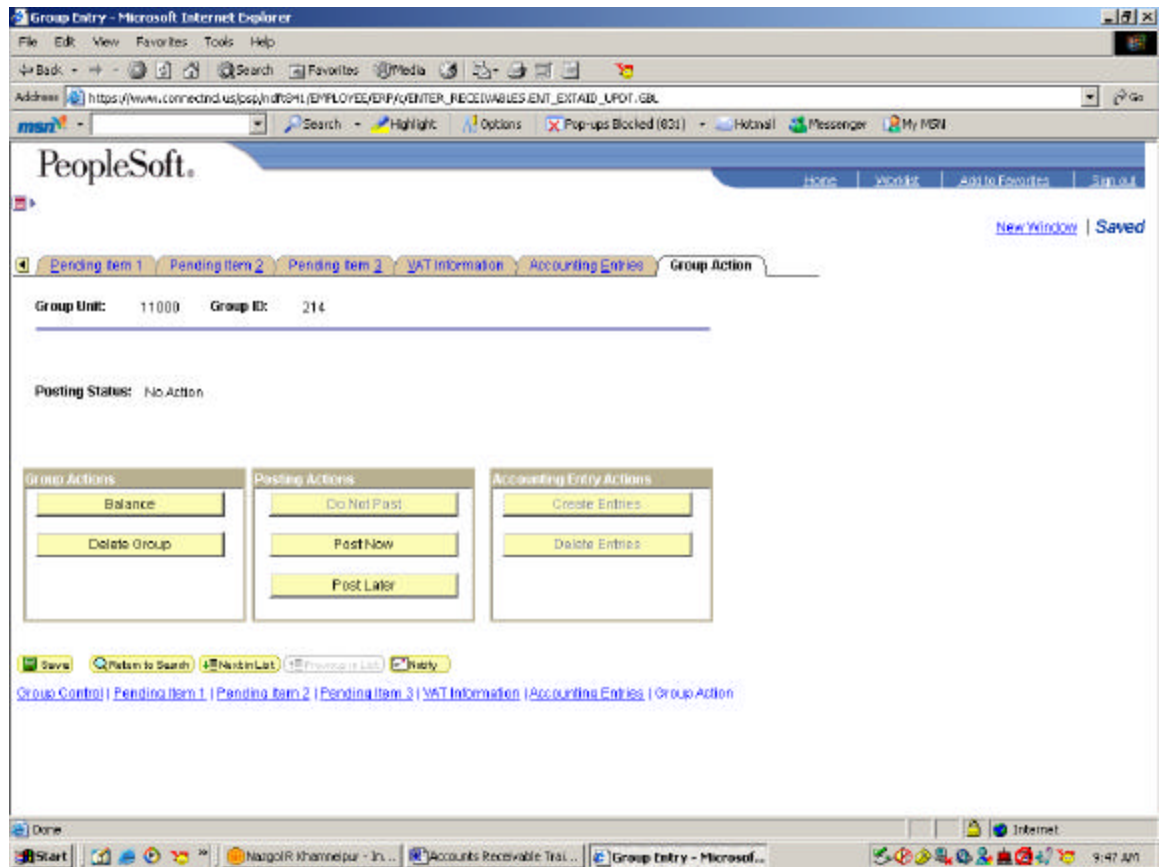
Edit Status: Edited Accounting Entries: Balanced
 Balanced: Yes Posting Action: No Action
 Posting Status: Errors

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Print](#)

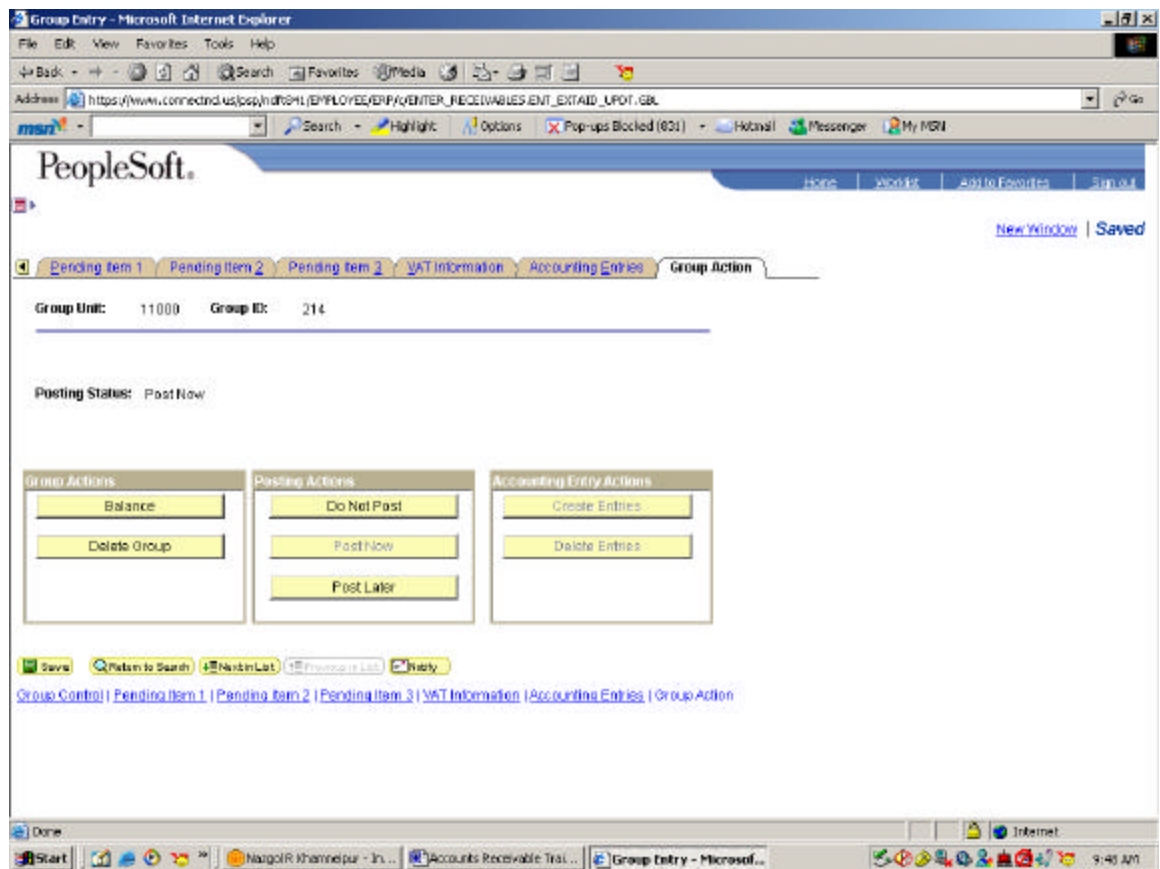
[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [VAT Information](#) | [Accounting Entries](#) | [Group Action](#)

Start | Internet | 9:44 AM

NOTE: If the most part, you will not be accessing external pending items. They should post after Single Action Invoice and Receivable Update is run. However, if Post Later was not selected as the option when running Single Action Invoice in Billing, you will need to navigate here and select the Post Now option on the Group Action page.



- Click 



- Run the 'Receivable Update' Process

After pending items are in the system, you post them to PeopleSoft Receivables using the Receivable Update process (AR_UPDATE), which updates the customer balance. If there are errors during posting, the process does not post the pending items, and you use the pending item error correction pages to correct whatever errors were found.


Online Pending Items

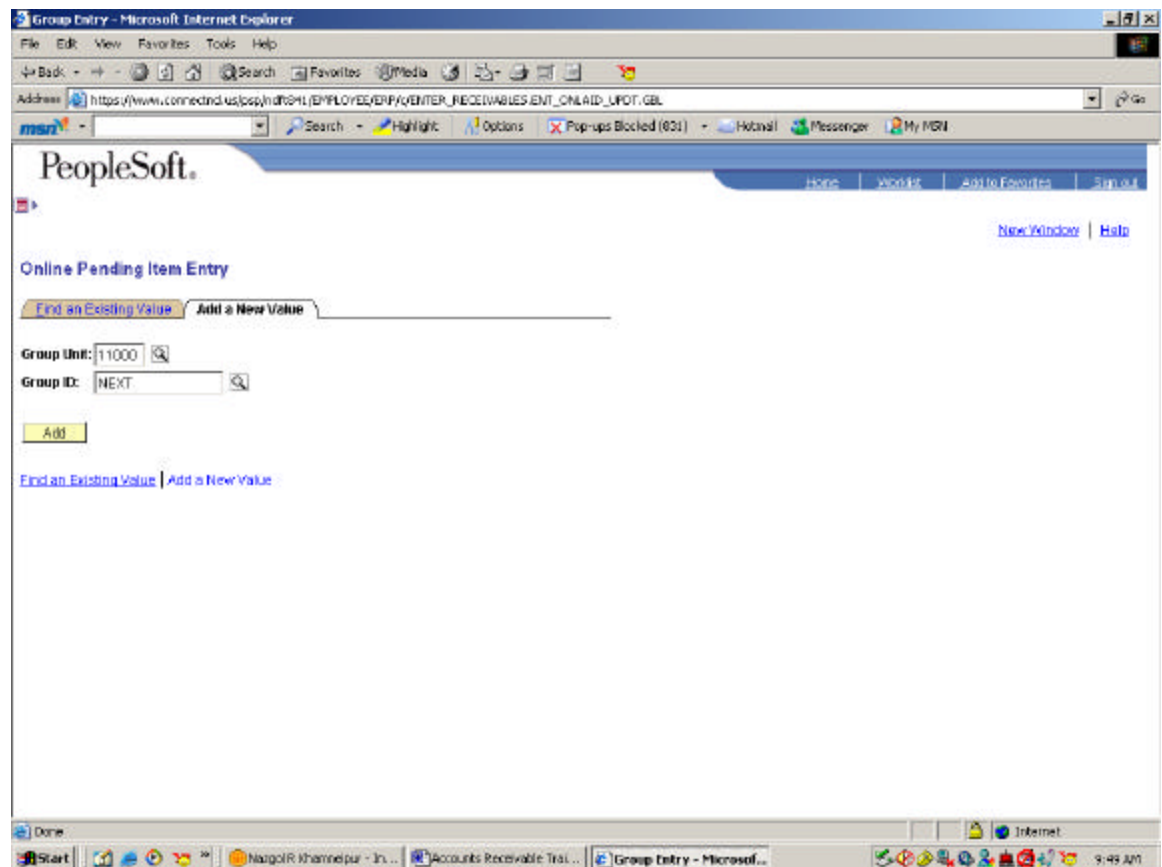
Accounts Receivable > Pending Items > Online Items > Group Entry

Pending items enter the system in one of two ways: you can import them from a billing interface or add them manually. At first glance the pages used for reviewing pending items loaded using a billing interface and for entering items online look the same.

However, they require a different navigation path and the path you use determines what information can be displayed or updated. **Online Pending Items are those that have been added manually into PeopleSoft Accounts Receivable.**

NOTE: PeopleSoft Receivables distinguishes between *items* (posted receivables) and *pending items* (information that has been entered into or created by the system but hasn't yet been posted). During the Receivable Update process, the system uses the pending items to update customer balances—either by creating new items or by adding item activity lines to existing items.

- Group Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Group ID: NEXT. When you save this page, the system assigns the next available group ID.
 - You may either leave NEXT so that a Group ID will be assigned upon saving, or assign a Group ID yourself



- Click 

Group Entry - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPP/ENTER_RECEIVABLES/ENT_ONL/ID_UPDT.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Pending Item 1 | Pending Item 2 | Pending Item 3 | JAT Information | Accounting Entries | Group Action

Group Unit: 11000 Group ID: NEXT

*Acctg Date: 07/13/2004

*Group Type: B

*Origin ID: OBILL

Control Currency: USD

Format Currency: USD

Totals		Control Data	
Control:		*Received:	07/13/2004
Entered:	0.00 Count: 1	*Entered:	07/13/2004
Difference:	0.00 Count: -1	Posted Date:	
Posted:	0.00 Count: 0	Assign:	rkhanna@nd.gov
		User:	rkhanna@nd.gov

Group Status

Edit Status: Edited Accounting Entries: Not Balanced

Balanced: No Posting Action: No Action

Posting Status: Not Posted

Save Print Add Update/Cancel

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | JAT Information | Accounting Entries | Group Action

Start | Internet | 9:51 AM

- Acctg Date: Enter the appropriate accounting date. The accounting date defaults to current date. Click to see a calendar. The date determines the fiscal year and accounting period to which the pending item is posted. It also serves as the effective date for this page
- Group Type: B
- Origin ID: OBILL
- Control Currency: USD
- Format Currency: USD

Group Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Messenger My IBM

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPA/ENTER_RECEIVABLES/ENT_ONL/ID_UPDT.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Pending Item 1 Pending Item 2 Pending Item 3 VAT Information Accounting Entries Group Action

Group Unit: 11000 Group ID: NEXT

*Acctg Date: 07/13/2004

*Group Type: B Billing Control Currency: USD

*Origin ID: DBILL Online Bill Format Currency: USD

Totals		Control Data	
Control:		*Received:	07/13/2004
Entered:	0.00	*Entered:	07/13/2004
Difference:	0.00	Posted Date:	
Posted:	0.00	Assign:	vithammat
Count:	1	User:	rkhamneipur
Count:	-1		
Count:	0		

Group Status

Edit Status: Edited Accounting Entries: Not Balanced

Balanced: No Posting Action: No Action

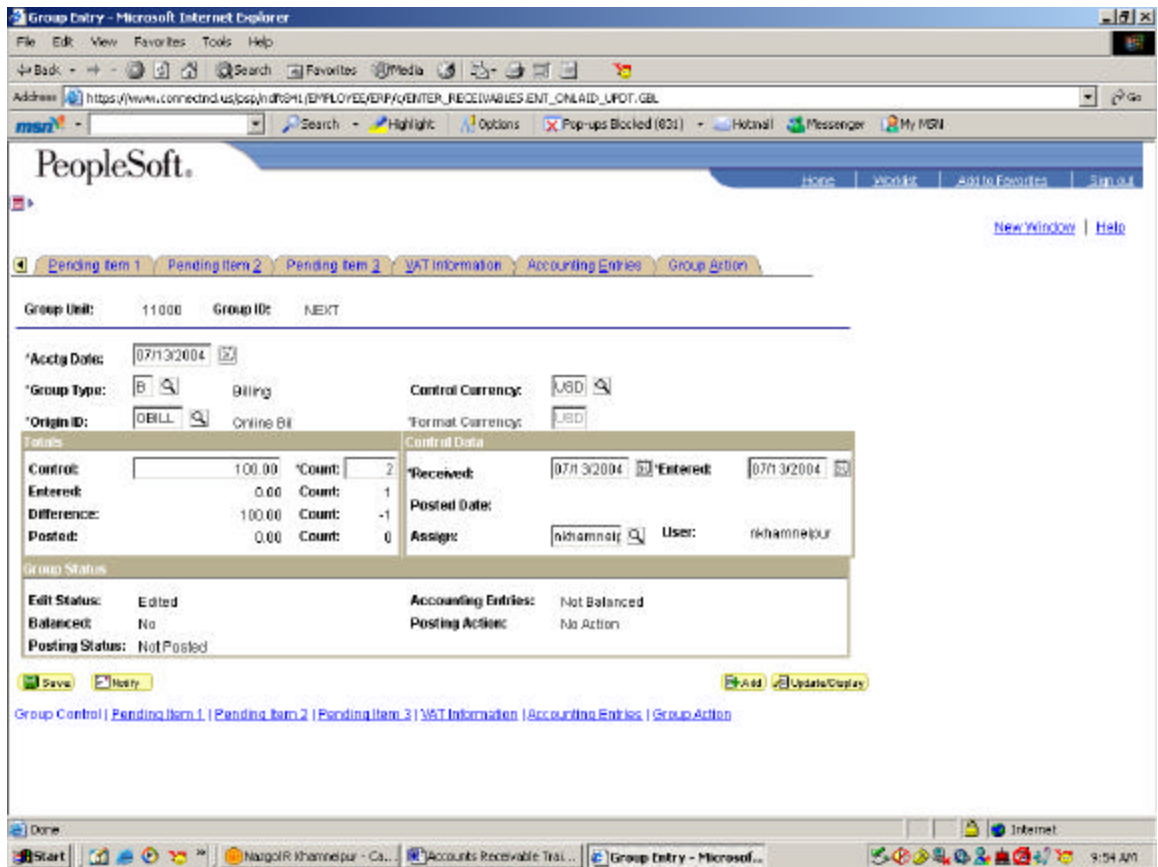
Posting Status: Not Posted

Save Query Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

Start | Internet | 9:52 AM

- Enter the appropriate 'Totals Control' and 'Count':
 - Enter the group control totals: the total dollar amount of pending items in this group and the control count (the total number of pending items in this group).
 - The system compares the control amount and counts with the entered amount and count and calculates the difference.
 - The control amount must match the entered totals amount before you can post the pending items in this group. In other words, the **Difference** should be 0.
 - After a group is posted, you can view the **Posted** amount and count for the group using inquiry pages



PeopleSoft.

Group Unit: 11000 Group ID: NEXT

*Acctg Date: 07/13/2004

*Group Type: B Billing Control Currency: USD

*Origin ID: DBILL Online Bill *Format Currency: USD

Totals		Control Data	
Control:	100.00	*Count:	2
Entered:	0.00	*Received:	07/13/2004
Difference:	100.00	*Entered:	07/13/2004
Posted:	0.00	Posted Date:	
		Assign:	nkhamneipour
		User:	nkhamneipour

Group Status

Edit Status: Edited Accounting Entries: Not Balanced

Balanced: No Posting Action: No Action

Posting Status: Not Posted

Buttons: Save, Query, Add, Update/Cancel

Navigation: Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

- 'Control Data Received' and 'Entered':
 - Defaults to current date.
 - Used to indicate when the group was received into the system and when items were entered.
 - Use these fields to indicate processing delays, such as a department receiving the credit memo on Thursday, but did not enter them until Friday.
- 'Assign': Your user ID appears in the **User** field. If another user will enter pending item information, enter the other user ID in the **Assign** field.
- View the 'Group Status' section for more information in regards to the Pending Item.

Edit Status: Displays whether or not pending items have been edited. Edited indicates that pending items have been edited. (Most online groups have a status of Edited.) Not Edited indicates that external groups have not yet been processed by the Receivable Update process.

Balanced: Indicates that the system has balanced the online group. If No, the pending item group has not yet been processed by Receivable Update and the group may not

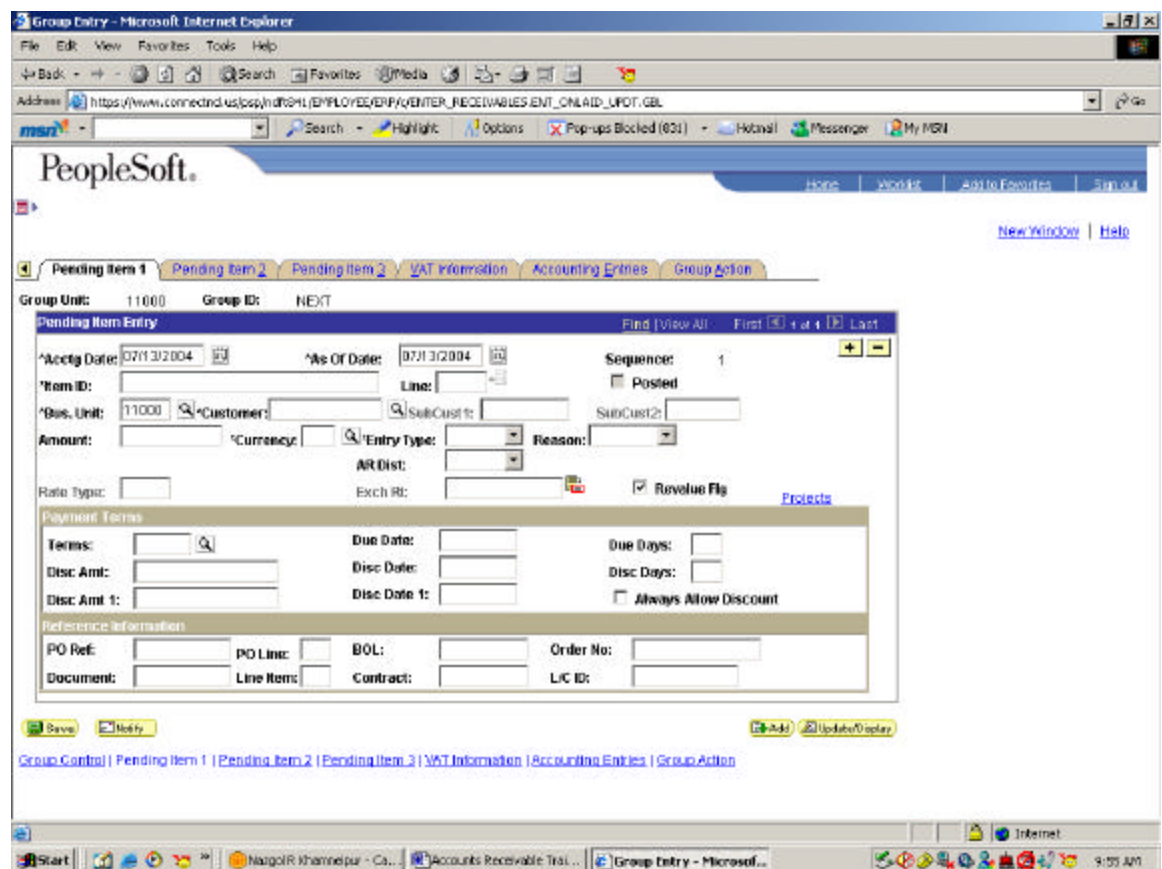
actually be out of balance. To determine if a group is really out of balance, click the Balance button on the Group Action page.


Posting Status: Displays whether or not pending items have been posted. Not Posted indicates that the groups have not yet been processed by the Receivable Update process. After Receivable Update runs, the posting status is either Errors or Complete.



Accounting Entries: Indicates whether accounting entries for pending items are Balanced or Not Balanced.

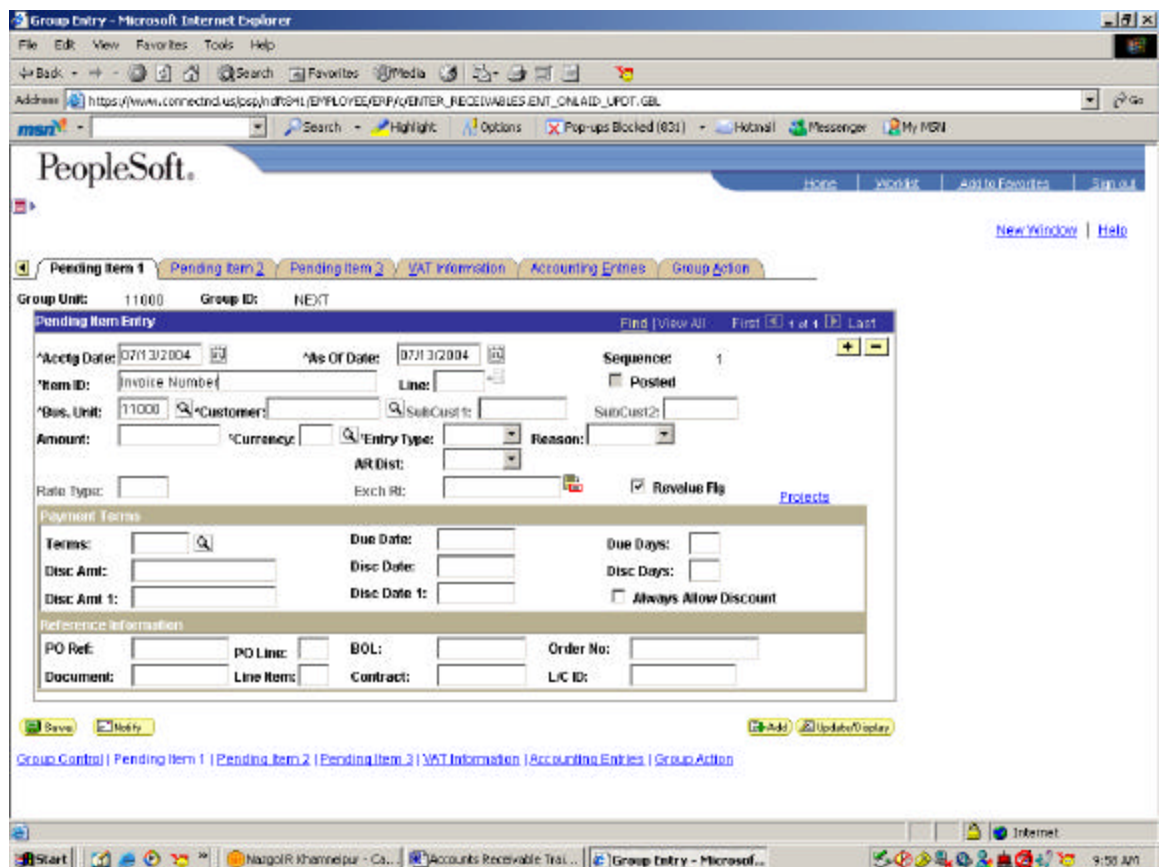
Posting Action: Displays the action you selected on the Group Action page: No Action, Post Now, or Post Later.



- Click on the 'Pending Item 1' tab.



- Click  to add multiple lines. However all relevant information for each line will need to be completed.
- 'Acctg Date'.


- This default is the date entered on the Group Control page.
 - It determines the fiscal year and accounting period used to post the item for both PeopleSoft Receivables and PeopleSoft General Ledger.
 - Click  to see a calendar.
- 'As of Date':
 - Usually the same as the accounting date.
 - You may use a different date for aging.
 - You can also use this date to record the invoice date used to calculate payment terms.
 - Click  to see a calendar.
- Enter the appropriate 'Item ID':
 - Enter a number that describes the pending item, such as the invoice number.
 - As you enter pending items, the system assigns each row a **Sequence** number, which appears as you scroll through the pending items on the page.



- 'Business Unit': Defaults to Group Unit. Click  to search BU (if needed).
- Enter the appropriate 'Customer ID'. Click  to see a list of valid values.
- Enter the appropriate 'Amount'
- Currency: USD
- Enter the appropriate 'Entry Type'.
 - Entry types and entry reasons are among the most important pieces of information associated with a pending item.
 - They determine how accounting entries are created, are carried with the pending item through posting, are considered when history is generated, are used as identifiers for open items, how items are aged, and if accounting entries are included on customer correspondence and drafts.
 - Choose from:
 - 'IN' – Invoice
 - 'CR' – Credit

NOTE: If the Invoice is a credit memo, than the dollar amount has to be negative.

- Enter the appropriate 'AR Dist': AR
 - The **AR Dist** code governs the ChartFields that are used when the system generates accounting entries.

- Enter the appropriate 'Payment Terms'
- Click **Line:**  to divide an invoice into multiple lines.
 - If you need to divide an invoice into multiple lines, click to add the next line number and automatically copy some of the pending item information to the new row.
 - You need to complete the **AR Dist** (accounts receivable distribution code), **Entry Type**, and **Reason** fields on the new row.

Group Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address https://www.connectind.us/psp/hdfohl/EMPLOYEE/ENTER_RECEIVABLES/ENT_ONL/AD_UFDT.GBL

msn Search Highlight Options Pop-ups Blocked (0/1) Hotmail Messenger My MSN

PeopleSoft

Home Worklist Add to Favorites Sign out

New Window Help

Pending Item 1 Pending Item 2 Pending Item 3 VAT Information Accounting Entries Group Action

Group Unit: 11000 Group ID: NEXT

Pending Item Entry Find (View All) First 1 of 2 Last

Show previous row (inactive button) (Alt+...)

Acctg Date: 07/13/2004 As Of Date: 07/13/2004 Sequence: 1
 Item ID: INVOICE NUMBER Line: 1 Posted
 Bus Unit: 11000 Customer: MB_1000010 SubCust1: SubCust2: Kirk Reyno
 Amount: 50.00 Currency: USD Entry Type: IN Reason: AR Dist: AR
 Rate Type: Exch Rt: 1.00000000 Revolve Flg: ☒ Protects

Payment Terms
 Terms: IMMED Due Date: Due Days: Disc Date: Disc Days: Disc Amt 1: Disc Date 1: Always Allow Discount: ☐

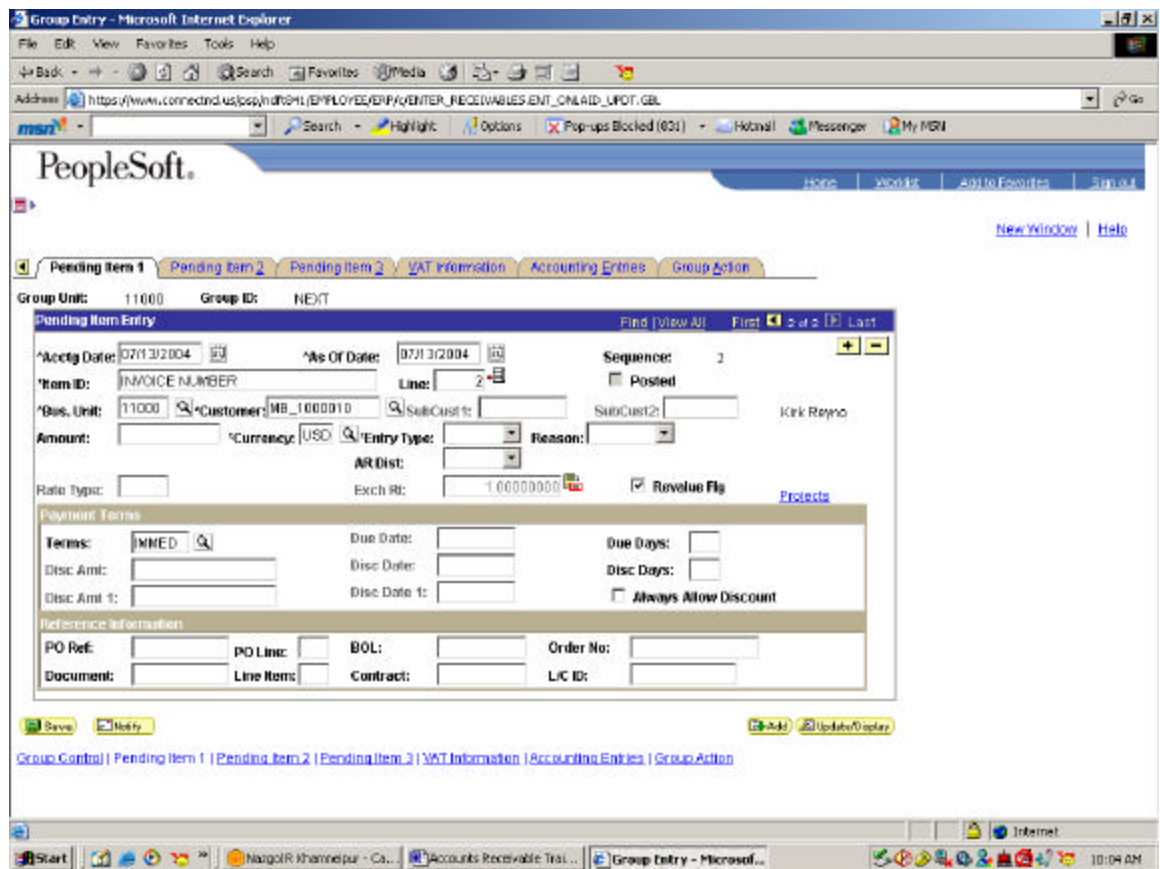
Reference Information
 PO Ref: PO Line: BOL: Order No: Document: Line Items: Contract: LIC ID:

Save Notify Update/Reply

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

Done Internet

Start Naigol R Khannelpur - Ca... Accounts Receivable Tr... Group Entry - Microsof... 10:03 AM



- You need to complete the following fields on the new row:
 - Amount
 - AR Dist (accounts receivable distribution code)
 - Entry Type, and Reason
- Click the [Projects](#) hyperlink to enter Projects information for this pending item line in order to feed Revenue (analysis type: REV) back to Projects.

Group Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address https://www.connectnd.us/csp/hd0411/EMPLOYEE/HRP/ENTER_RECEIVABLES/ENT_ONL/ID_UPDT.GBL Go

msn Search Highlight Options Pop-ups Blocked (621) Hotmail Messenger My MSN

PeopleSoft. Home Worklist Add to Favorites Sign out

[New Window](#) | [Help](#)

Projects Information

PC Business Unit: 11000

Project: NKTEST

Activity ID: TEST

OK Cancel

Start | Internet | 10:16 AM

- Click on the 'Accounting Entries' tab.
 - You can create pending item accounting entries online or during background processing when the Receivable Update process runs.
 - When you post pending item groups, the Pending Group Generator creates accounting entries if they are not present.
 - If you want to review the accounting entries before posting, you can create them online.

Group Entry - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hd0541/EMPLOYEE/HRP/ENTER_RECEIVABLES.ENT_ONLAD_UPDT.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

Group Unit: 11000 Group ID: NEXT

Accounting Entries

Bus. Unit: 11000 Customer: MB_1000010 SubCust1: SubCust2:


Item ID: INVOICE NUMBER Line: 2 Amount: 50.00 Currency: USD

Entry Type: Reason:

Accounting Entries: Incomplete Display Totals: Entry

Save Modify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

- Click to  create the accounting entries.
 - Click the **Create** button to have the system create accounting entries for one pending item at a time.
 - If you create accounting entries for one pending item, you must create accounting entries for all the items in the group.
 - After you click the **Create** button to create accounting entries for the pending item, the accounting entries appear in the bottom half of the page (Chartfields tab).

Group Entry - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRP/ENTER_RECEIVABLES.ENT_ONL.AID_UPDT.GBL

PeopleSoft.

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[New Window](#) | [Help](#)

Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | **Accounting Entries** | Group Action

Group Unit: 11000 Group ID: 375

Accounting Entries [Find](#) [View All](#) First 1 of 2 Last

Bus. Unit: 11000 Customer: MB_1000010 SubCust1: SubCust2:

Item ID: INVOICE NUMBER Line: 1 Amount: 50.00 Currency: USD

Entry Type: IN Reason:

Accounting Entries: Complete Display Totals: Entry

[Customize](#) | [Find](#) | [View All](#) | First 1 of 2 Last

Line	GL Unit	Amount	Account	Open Unit	End
1	11000	50.00	124001		
2	11000	-50.00	431010		

2 Lines 50.00 DR USD Currency: 50.00 CR USD Currency: 0.00 Net

[Save](#) [Return to Search](#) [Batch](#) [Add](#) [Cancel to Entry](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [VAT Information](#) | [Accounting Entries](#) | [Group Action](#)

- 'Accounting Entries' field. The status changes from Incomplete to Complete after you create accounting entries and the entries are balanced.
- Click on the 'More Chartfields' tab to view / update or use SpeedTypes.

Group Entry - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPA/ENTER_RECEIVABLES/ENT_ONL/ID_UPTD.GBL

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Home | Worklist | Add Favorites | Sign out

[New Window](#) | [Help](#)

Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | **Accounting Entries** | Group Action

Group Unit: 11000 Group ID: 375

Accounting Entries

Bus. Unit: 11000 Customer: MB_1000010 SubCust1: SubCust2:

Item ID: INVOICE NUMBER Line: 1 Amount: 50.00 Currency: USD

Entry Type: IN Reason:

Accounting Entries: Complete Display Totals: Entry

Customize | Find | View All | First | 1 of 2 | Last


Line	GL Unit	Amount	DeptID	Program	Class	Project	SubsysPC_BU	SubsysActive_ID	Speed Type	Type
1	11000	50.00							Speed Type	AR
2	11000	50.00							Speed Type	User

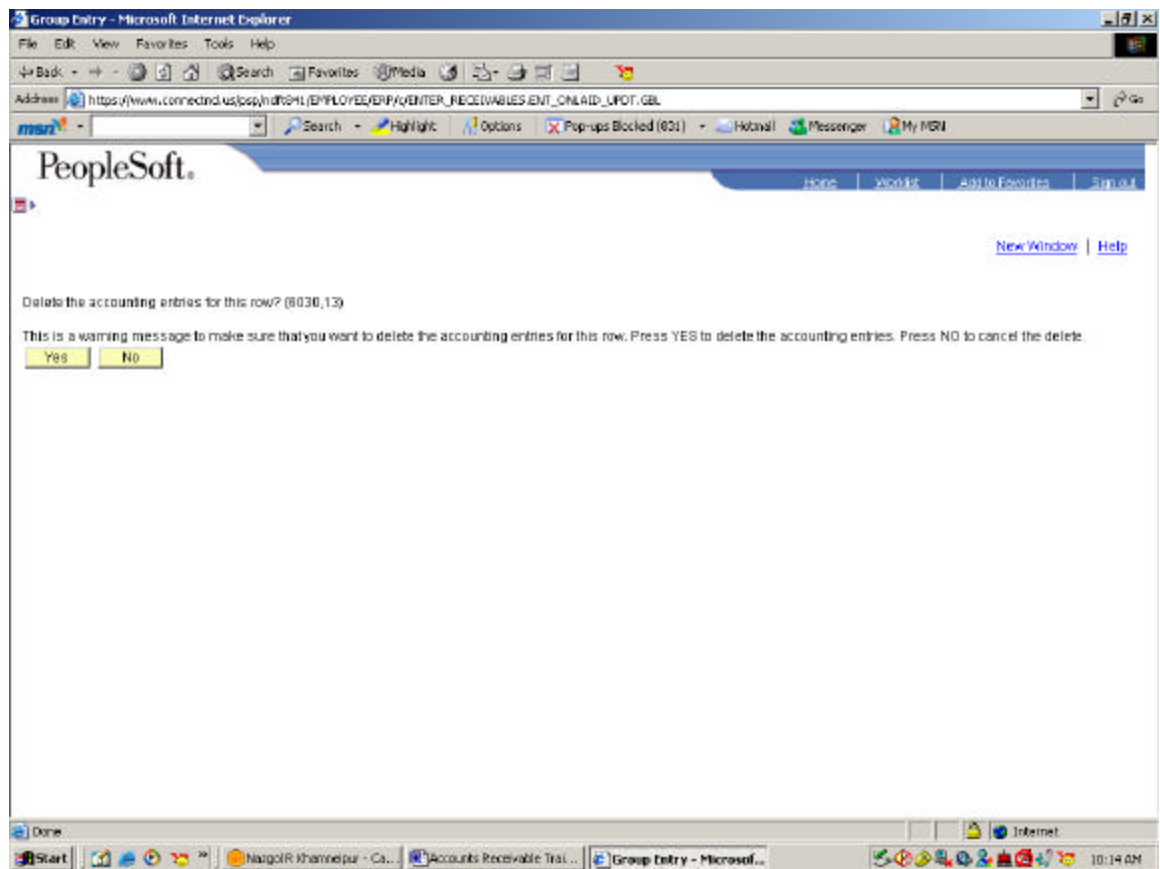
2 Lines 50.00 DR USD Currency: 50.00 CR USD Currency: 0.00 Net

Save Return to Search Batch

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

NOTE: You can manually select ChartField information or you can have the system automatically populate the ChartFields by setting up Speed Types.

- Click  to delete the accounting entries created.
 - Click the **Delete** button to have the system delete accounting entries for one pending item at a time.
 - The button affects only the selected accounting entry.



- Click **Yes** to delete the accounting entries created for the pending item line.

Group Entry - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hd/041/EMPLOYEE/HRP/ENTER_RECEIVABLES.ENT_ONL.AID_UPDT.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

[Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [VAT Information](#) | [Accounting Entries](#) | [Group Action](#)

Group Unit: 11000 Group ID: 375

Accounting Entries [End View All](#) [First 1 of 2](#) [Last](#)

Bus. Unit	Customer	Sub Cust 1	Sub Cust 2	Item ID	Invoice Number	Line	Amount	Currency
11000	MB_1000010					1	50.00	USD

Entry Type: IN Reason:

Accounting Entries: Incomplete

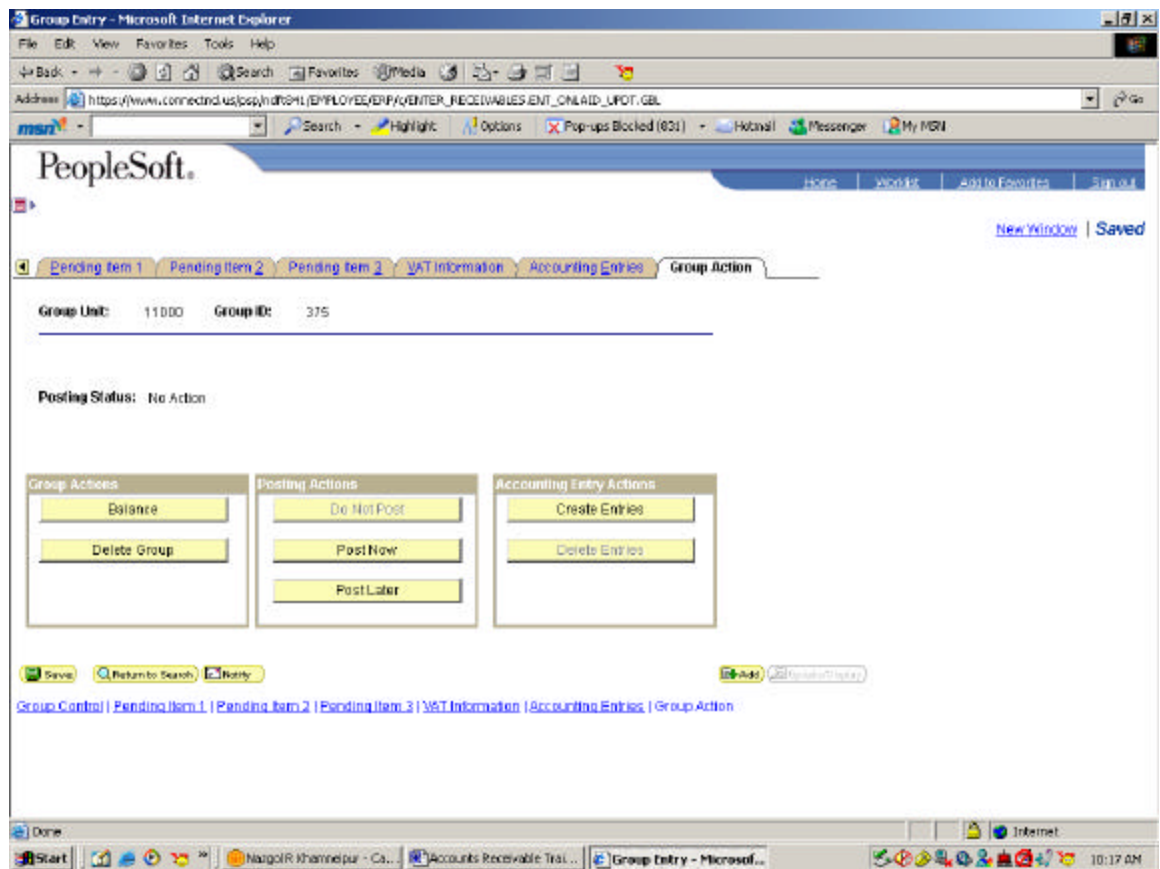
[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Submit Entry](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [VAT Information](#) | [Accounting Entries](#) | [Group Action](#)

Start | NargolR Khannelpur - Ca... | Accounts Receivable Trai... | Group Entry - Microsoft... | 10:15 AM

NOTE: To create entries for all pending items in the group at the same time, use the Group Action page.

- Click on the 'Group Action' tab.



Balance: Select to balance the group, but not set it to post. This option looks at the entered fields on the Group Control page to confirm that the control amount and count are equal to the entered amount and count. If the entered pending items match the group controls and you entered them online, the system checks that the accounting entries are balanced.

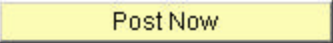
Delete Group: Select to delete the entire group of pending items.

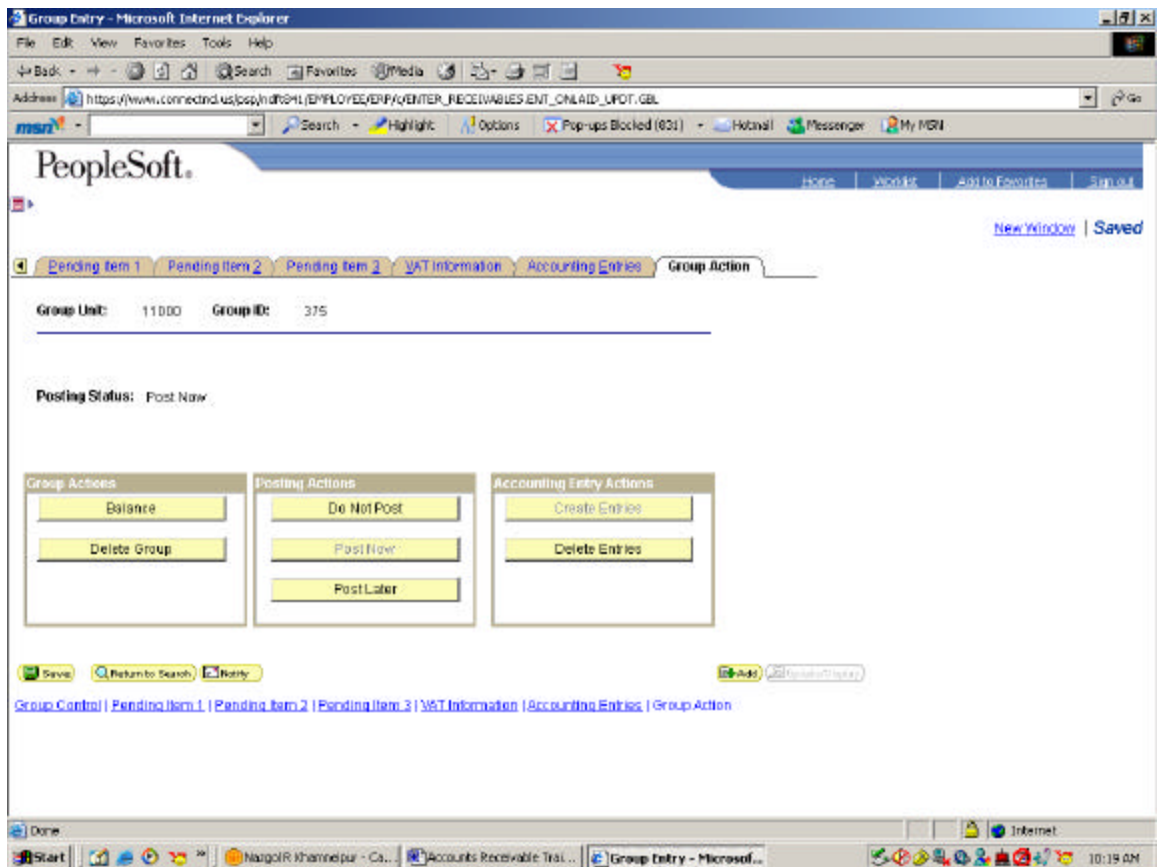
Post Now: Select to post the group the next time Receivable Update runs. The system also checks the accounting entry status and control totals and attempts to balance the group. You receive an error message if you try to post an unbalanced group.

Post Later: Select to set a group to post. The next time you run the Receivable Update process, probably at the end of the day, the system will post the group. The system first attempts to balance the group. If the group is out of balance, you receive an error message, and the group cannot be posted until you correct the error.

Create Entries: Select to create and initially balance accounting entries for all of the group's pending items that do not yet have entries. This process creates entries for multiple pending items at one time, whereas on the Accounting Entries page, you can create entries for only one pending item at a time.

Delete Entries: Select to erase the accounting entries that were created for all pending items in the group.

- Click  when you are ready to post the pending item.







- Save
- Run the 'Receivable Update' Process

After pending items are in the system, you post them to PeopleSoft Receivables using the Receivable Update process (AR_UPDATE), which updates the customer balance. If there are errors during posting, the process does not post the pending items, and you use the pending item error correction pages to correct whatever errors were found.

Correct Pending Item Information

Accounts Receivable > Update Receivables > Correct Posting Errors > Online Items / External Items

- Retrieve and correct all pending items that have yet to be posted.
- Group Unit: Enter the appropriate Group Unit. Click  to search BU (if needed).
- Group ID: Enter the appropriate Group ID if you know it.
- Business Unit: Enter the appropriate Business Unit. Click  to search BU (if needed).
- Customer ID: Enter the appropriate Customer ID. Click  to search for valid values.
- Item ID: Enter the appropriate Item ID if you know it.
- Click 

Online Items - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPP/ENTER_RECEIVABLES/ENT_ONLSD_ERRORS.GBL

PeopleSoft.

Online Error Correction

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Group Unit: = 11000

Group ID: begins with

Business Unit: =

Customer ID: begins with

Item ID: begins with

Item Line: =

Sequence: =

Assigned Operator ID: begins with

Error Flag: =

☐ Case Sensitive

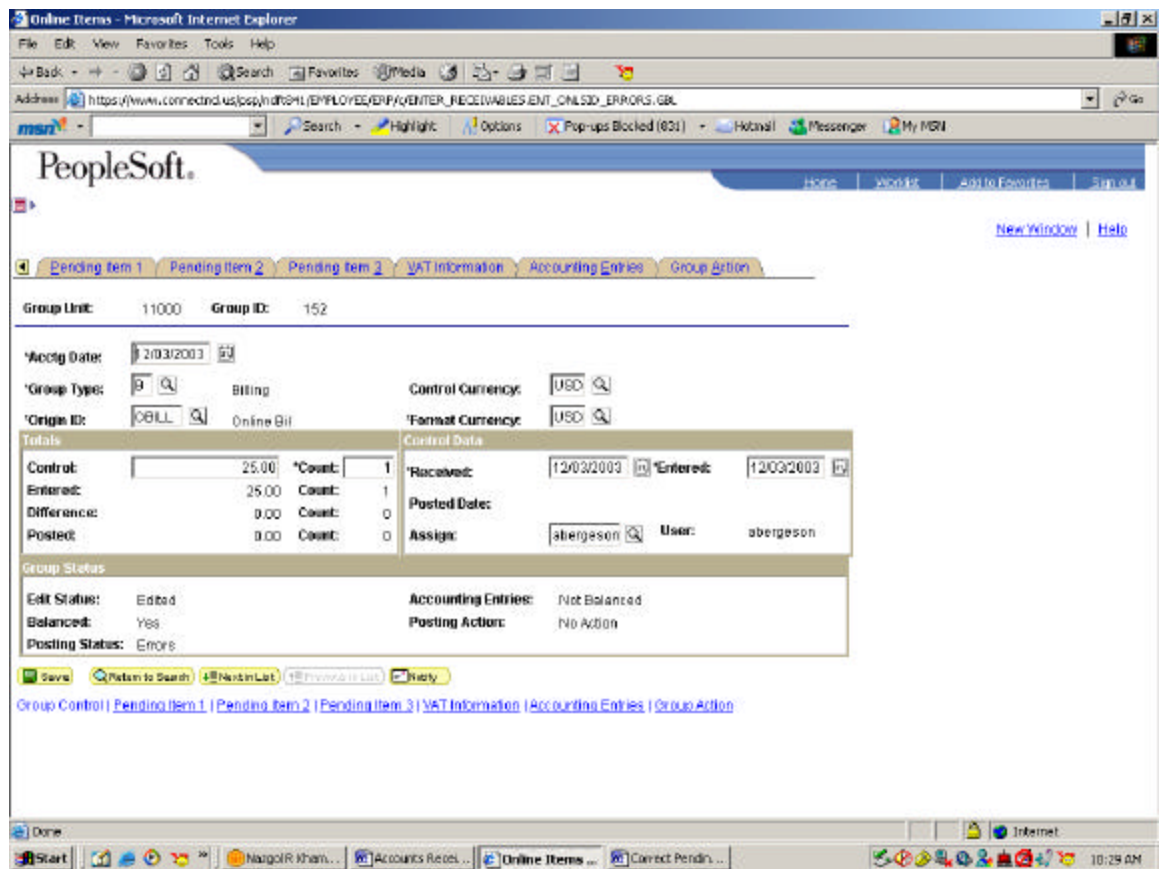
Search Clear Basic Search Save Search Criteria

Search Results

1 of 2

Group Unit	Group ID	Business Unit	Customer ID	Item ID	Item Line	Sequence	Assigned Operator ID	Error Flag	Accounting Entries	Origin ID
11000	152	11000	MR_1000009	CLEANING SUPPLIES 2	1	1	skennison	AE DOR	Incomplete	OBILL
11000	162	11000	MR_1000009	FURNITURE	0	1	skennison	AE DOR	Incomplete	OBILL

- Choose the pending item to correct.



- Click on the Pending Item 1 tab.
- Review the error message on the 'Pending Item 1' or 'Pending Item 2' tab.

NOTE: 'Pending Item 1' will have a yellow box titled 'ERROR'. Click this box to view the error message associated with this item. 'Pending Item 2' will have the Error Flag field populated. This field will only be visible when the item has an associated error.

- Review tabs and update Pending Item to correct error.

Online Items - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPA/ENTER_RECEIVABLES.ENT_ONLSD_ERRORS.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Pending Item 1 | Pending Item 2 | Pending Item 3 | VAT Information | Accounting Entries | Group Action

Group Unit: 11000 Group ID: 152

Pending Item Entry

Acctg Date: 12/03/2003 As Of Date: 12/03/2003 Sequence: 1

Item ID: CLEANING SUPPLIES Line: 2

Bus. Unit: 11000 Customer: MB_1000000 SubCust1: SubCust2: test

Amount: 25.00 Currency: USD Entry Type: IN Reason: AR Dist: Error Info

Rate Type: Each Rte: 1.00000000 Revalue Flg Projects

Payment Terms

Terms: INVED Due Date: Due Days: Disc Amt: Disc Date: Disc Days: Disc Amt %: Always Allow Discount

Reference Information

PO Ref: PO Line: BOL: Order No: Document: Line Item: Contract: L.C. ID:

Save Return to Search Next in List Previous in List Print

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [VAT Information](#) | [Accounting Entries](#) | [Group Action](#)

Start | NargolR Khannepur - In... | Accounts Receivable Tra... | Online Items - Microso... | 10:33 AM

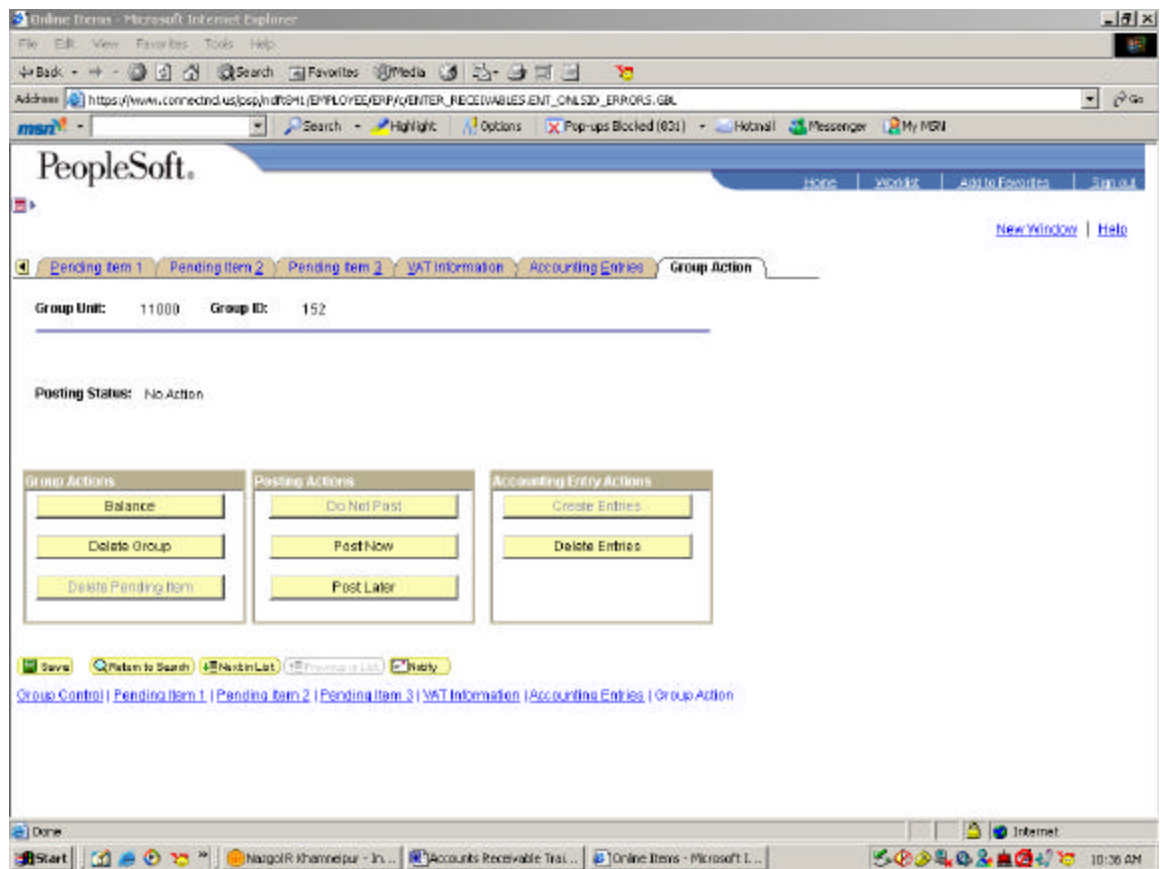
- Click **Error Info** to view information in regards to the error.

The screenshot shows a web browser window displaying the PeopleSoft online items interface. The browser's address bar shows the URL: https://www.connectnd.us/csp/hdr041/EMPLOYEE/ENTER_RECEIVABLES/ENT_ONLSD_ERRORS.GBL. The PeopleSoft logo is at the top left, and navigation links like Home, Worklist, Add to Favorites, and Sign out are at the top right. Below the logo, there are tabs for Pending Item 1, Pending Item 2, Pending Item 3, VAT Information, Accounting Entries, and Group Action. The main content area is titled 'Pending Item Entry' and contains various input fields for accounting entries, including Acctg Date, As Of Date, Item ID, Bus. Unit, Amount, Currency, and Payment Terms. A warning message is displayed in the center: 'Warning - Accounting Entries Out Of Balance (6005,4)'. The warning message is a small dialog box with a yellow warning icon and the text 'Warning - Accounting Entries Out Of Balance (6005,4)'. At the bottom of the interface, there are buttons for Save, Return to Search, and other navigation options. The Windows taskbar at the bottom shows the Start button and several open applications, including 'NargolR Khannepur - In...', 'Accounts Receivable Tra...', and 'Online Items - Microsoft L...'. The system clock shows 10:39 AM.

- Click the Pending Item 2 page to view the error flag detail.

[illegible]

- Once the error has been corrected, select **Post Now** on the Group Action tab.




- Run 'Receivable Update' to post the Pending Item.

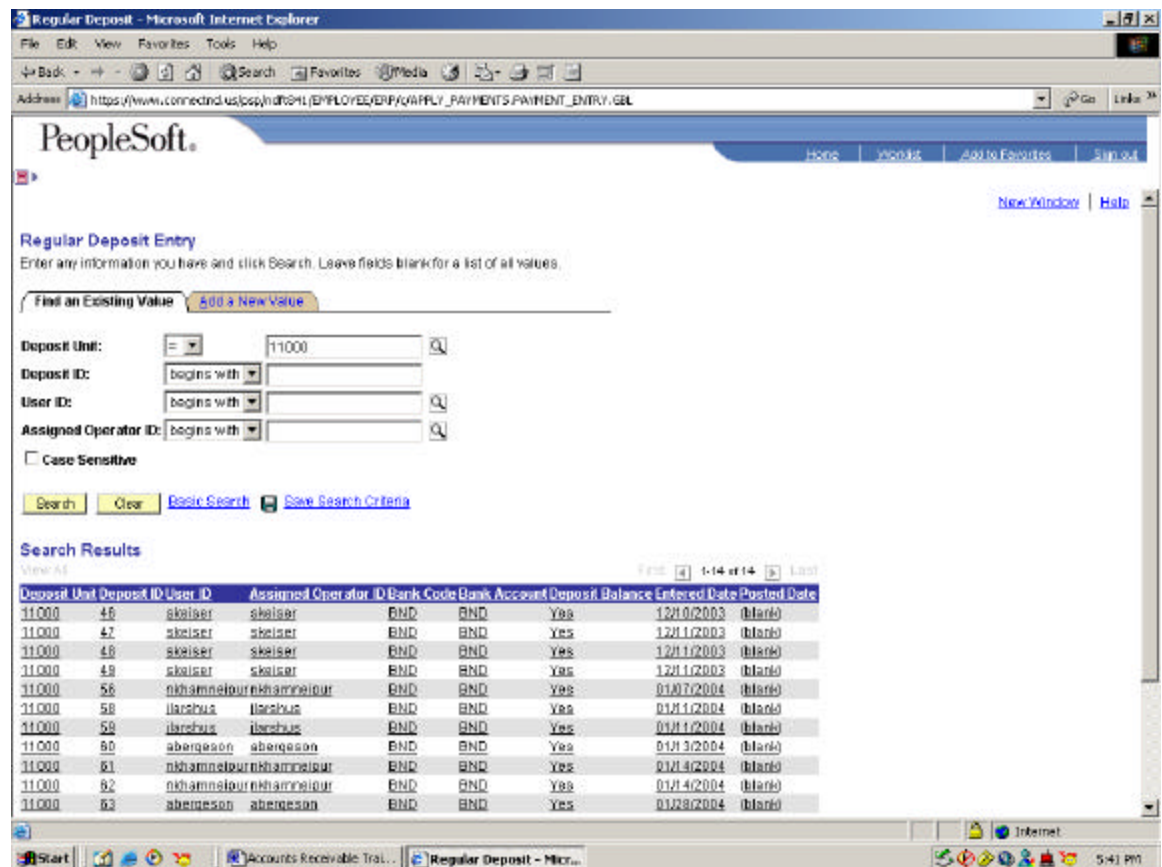
Deposits

Regular Deposit Entry

Accounts Receivable > Payments > Online Payments > Regular Deposit


- Deposit Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click **Search**.
- Highlight and click on the appropriate Deposit ID that you are searching for.


NOTE: You will notice that the Entered Date indicates the date that the deposit was entered and the Posted Date indicates the date the deposit was Posted (through the Receivable Update process).





Regular Deposit Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Deposit Unit: 

Deposit ID: 

User ID: 

Assigned Operator ID: 


☐ Case Sensitive

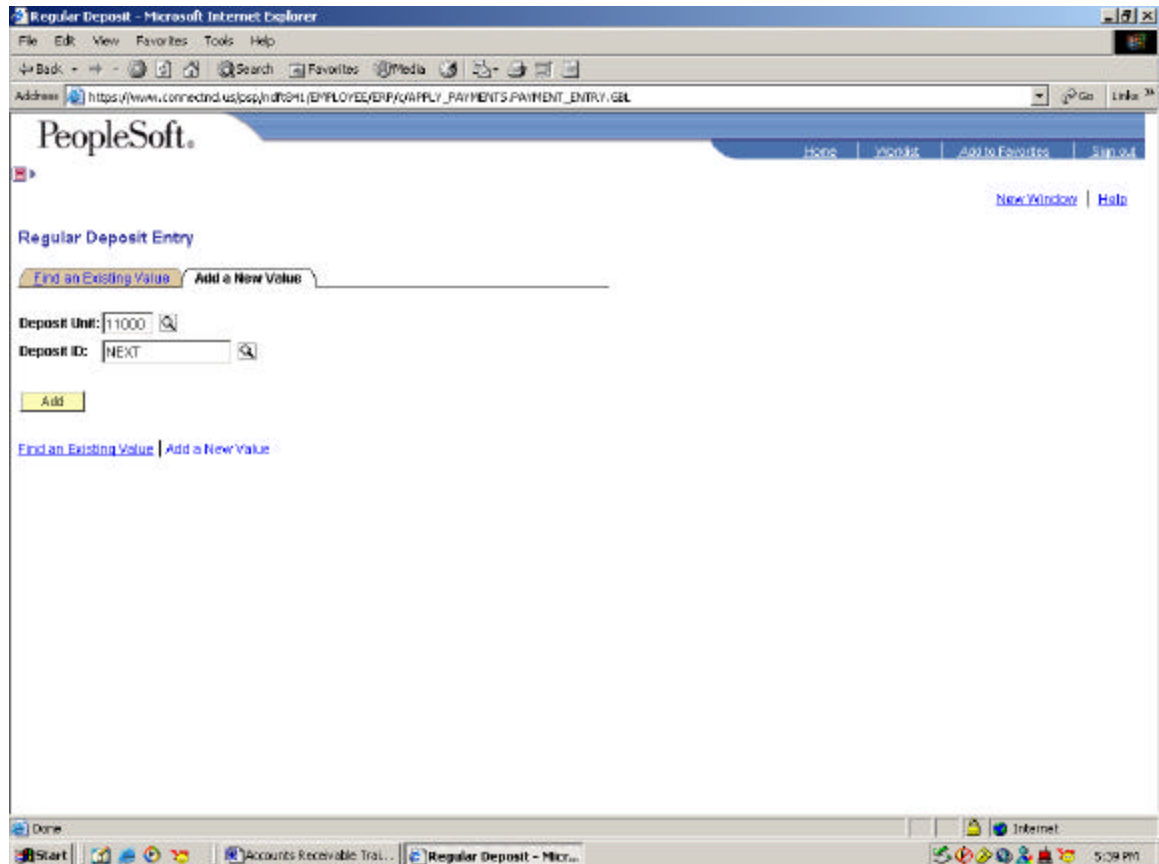
Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All 1-14 of 14 Last

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
11000	46	skaiser	skaiser	RND	RND	Yes	12/10/2003	(blank)
11000	47	skaiser	skaiser	RND	RND	Yes	12/11/2003	(blank)
11000	48	skaiser	skaiser	RND	RND	Yes	12/11/2003	(blank)
11000	49	skaiser	skaiser	RND	RND	Yes	12/11/2003	(blank)
11000	56	nkhannepour	nkhannepour	RND	RND	Yes	01/07/2004	(blank)
11000	58	ilarchus	ilarchus	RND	RND	Yes	01/11/2004	(blank)
11000	59	ilarchus	ilarchus	RND	RND	Yes	01/11/2004	(blank)
11000	60	abergeson	abergeson	RND	RND	Yes	01/13/2004	(blank)
11000	61	nkhannepour	nkhannepour	RND	RND	Yes	01/14/2004	(blank)
11000	62	nkhannepour	nkhannepour	RND	RND	Yes	01/14/2004	(blank)
11000	63	abergeson	abergeson	RND	RND	Yes	01/28/2004	(blank)

- If you want to add a new deposit, click on [Add a New Value](#) tab.

- Deposit Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Deposit ID: You may either leave NEXT so that a Deposit ID will be assigned upon saving, or assign a deposit ID yourself.



- Click **Add**.

Regular Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/copy/ndrpt/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_ENTRY.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Totals Payments

Unit: 11000 Deposit ID: NEXT Delete Deposit

*Acctg Date: 03/02/2004

*Bank Code:

*Bank Account:

*Deposit Type:

Control Currency: USD

Format Currency: USD

Rate Type: CARRN

Exch Rt:

Totals

Control Total Amt:	0.00	*Count:	
Entered Total Amt:	0.00	Count:	1
Difference Amt:	0.00	Count:	-1
Posted Total Amt:	0.00	Count:	0
Journal Total Amt:	0.00	Count:	0

Control Data

*Received: 03/02/2004

*Entered: 03/02/2004

Posted:

Assign To: rikhamelgur

User: rikhamelgur

Save Notify Print Add Update/Display





Totals | Payments

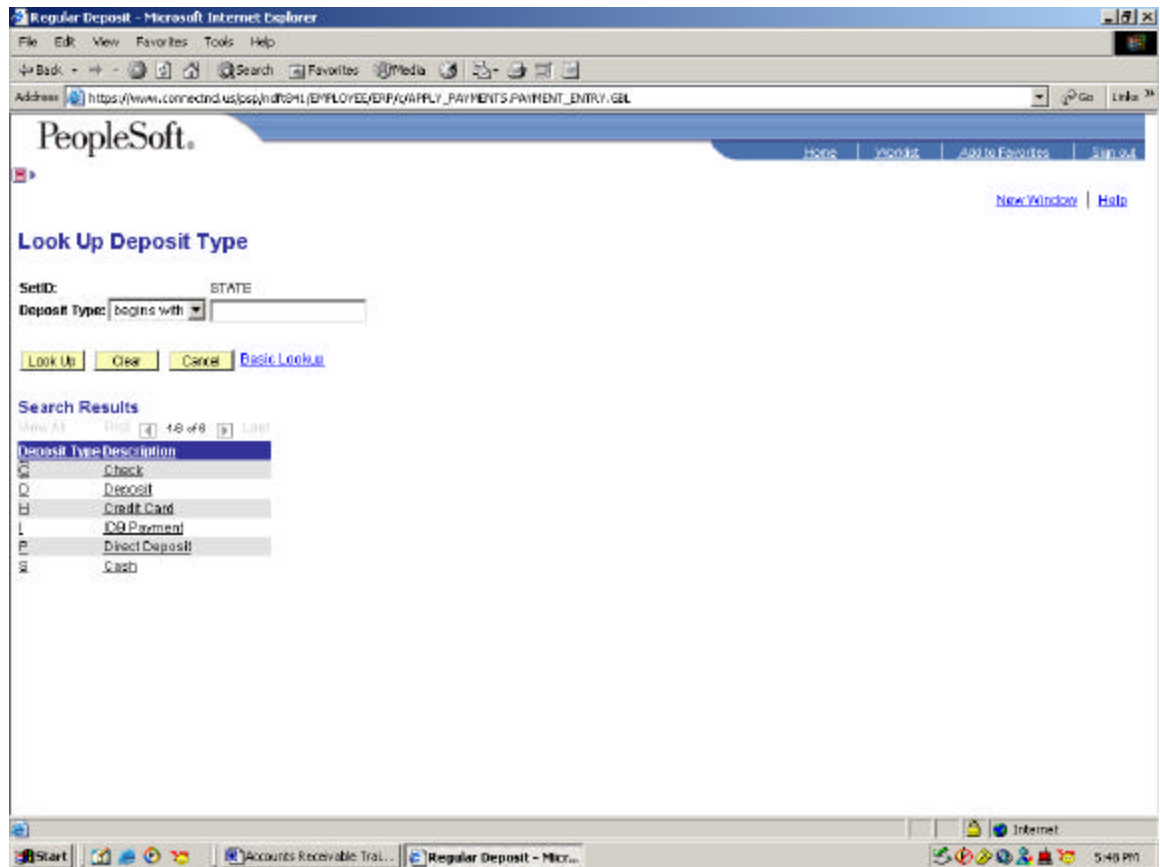
Done

Start Accounts Receivable Accounts Receivable Training Manual - Microsoft Word

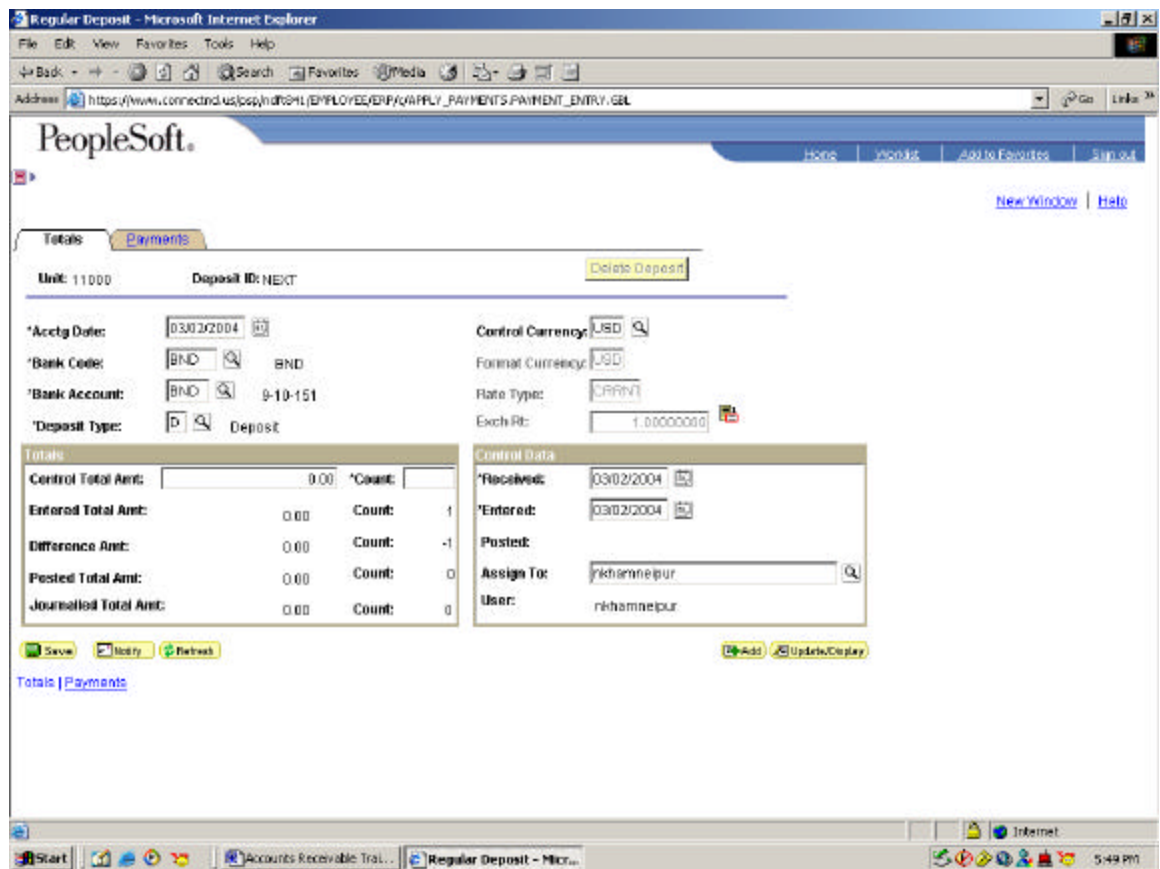
Internet

5:44 PM

- Acctg Date: Will default to the current date. You may change the date to reflect the accounting date that you want to specify for the deposit. Click  to view a calendar.
 - The payment accounting date is important because it becomes the accounting date for all entries created from the payment. You can override it on the next page, Regular Deposit Entry – Payments for each individual payment id.
 - The system validates the accounting date to make sure it falls within the open period for the business unit.
- Bank Code: BND. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Bank Account: BND. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Deposit Type: D. The system populates this value from the Bank Account. Click on the magnifying glass icon  to see and choose from a list of valid values.
 - The Deposit Type gives you more information about what sort of payments these are. Values include:






- Control Currency: USD.
- Format Currency: USD. Will default in based on the operator preferences specified.
- Rate Type: CRRNT. Will default in based on the operator preferences specified.

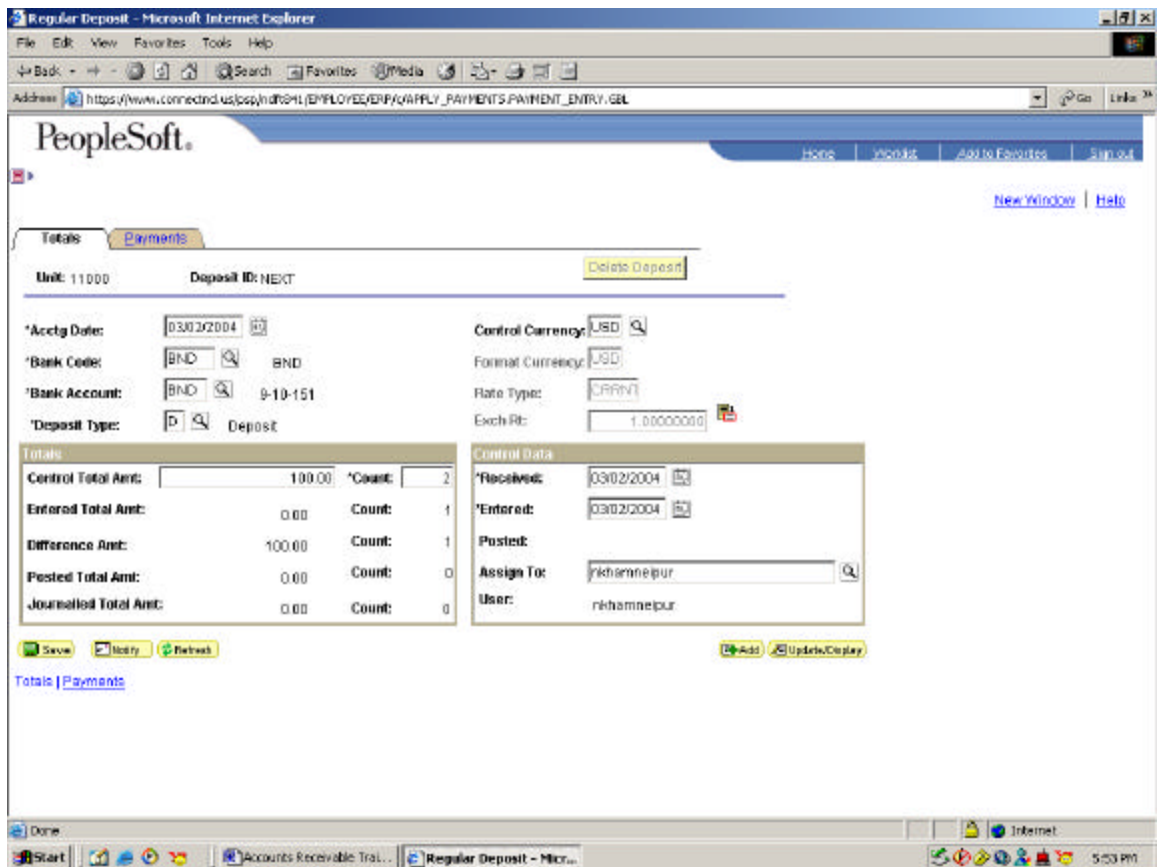


- Totals: Enter the Control totals for the amount and count of the payments in this deposit.
 - As you enter the individual payments on the Regular Deposit Entry Payments page, the system automatically updates the Entered and Difference fields in the Control Totals group box.
 - As payments are applied and posted, the amount and count of Posted payments is updated by the system.

Note: As you enter the individual payments on the Payments page, the system updates the 'Entered' and 'Difference' fields. If the Control and Entered totals and count are not the same, and the Deposit is not balanced, you can't apply any of the payments. So balancing these control totals is a necessary first step in payment application. You can use the Totals information to make sure that your control information is balanced and to keep track of the status of your payments.

- Control Data:
 - Received: Will default to the current date. You may select the Received date to indicate when either the bank or your agency received the payment. Click  to view a calendar.

- Entered Date: Will default to the current date. You may change the Entered Date to indicate when you entered the deposit. Click  to view a calendar.
- Posted: Once the group posts, the system will update the Posted date. Click  to view a calendar.
- Assign To User: Leave the default.



Regular Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address https://www.connectnd.us/csp/ndfsnt/EMPLOYEE/EMP/CAAPPLY_PAYMENT_ENTRY.GBL Go Link

PeopleSoft. Home Worklist Add to Favorites Logout

New Window Help

Totals Payments

Unit: 11000 Deposit ID: NEXT Delete Deposit

*Acctg Date: 03/02/2004
 *Bank Code: BND
 *Bank Account: BND
 *Deposit Type: Deposit

Control Currency: USD
 Format Currency: USD
 Rate Type: SPFRN
 Exch Rte: 1.00000000

Totals	
Control Total Amt:	100.00
Entered Total Amt:	0.00
Difference Amt:	100.00
Posted Total Amt:	0.00
Journalized Total Amt:	0.00

Control Data

*Received: 03/02/2004
 *Entered: 03/02/2004
 Posted:
 Assign To: rikhamneipur
 User: rikhamneipur


Save Edit Print Add Update/Display

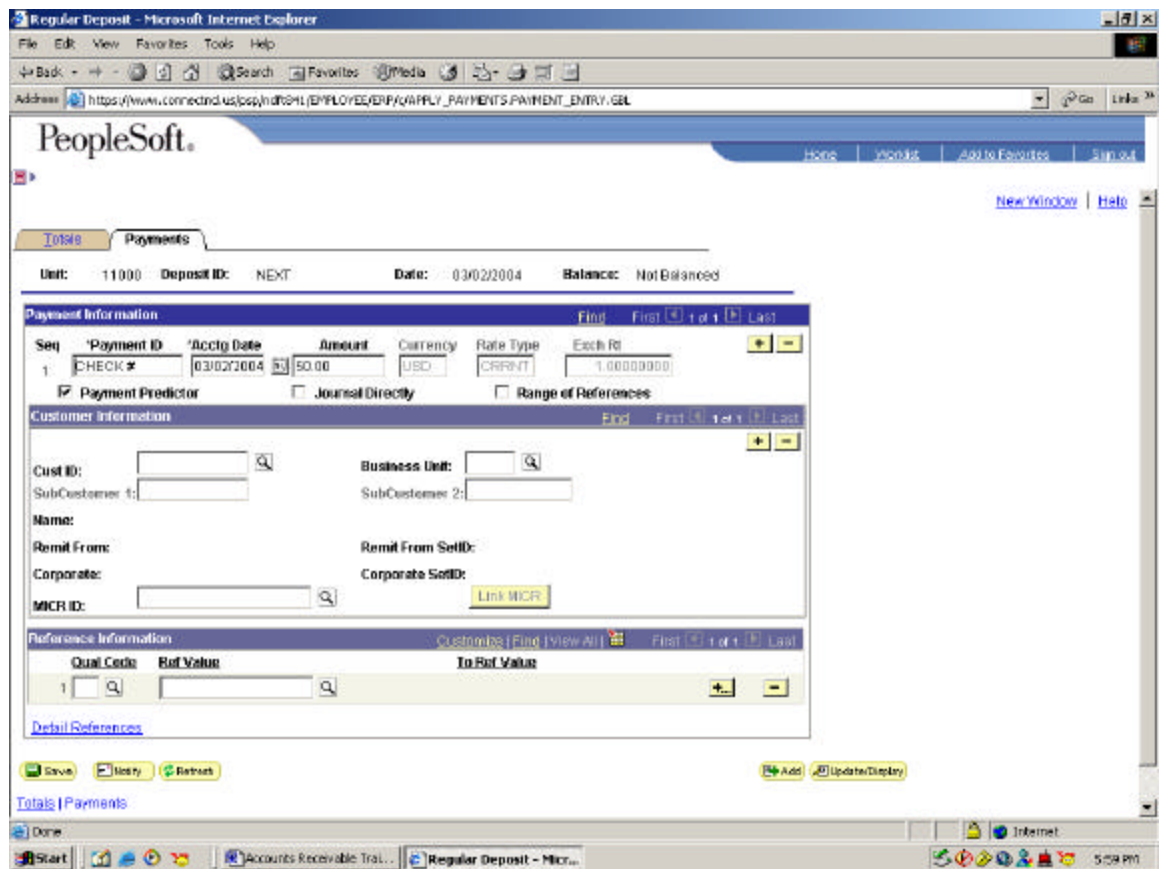
Totals Payments

Done Start Accounts Receivable Trail Regular Deposit - Micro 5:03 PM

- Click on the Payments tab or the [Payments](#) hyperlink at the bottom of the page.

Note: The outer scroll controls individual payments; the inner scrolls controls customer and item information for items within a payment.


- Seq: Sequence is a number the system assigns when you enter a Payment ID, so you can review payments in the order in which they were entered.
- Payment ID: enter the Payment ID such as check #.
- Acctg Date: The system defaults Acctg Date (accounting date) from the Totals page; you may change it by entering another date. In either case, the system validates the date to be sure that it falls within the open period for the business unit. Click  to view a calendar.
- Amount: Enter the amount of the payment.




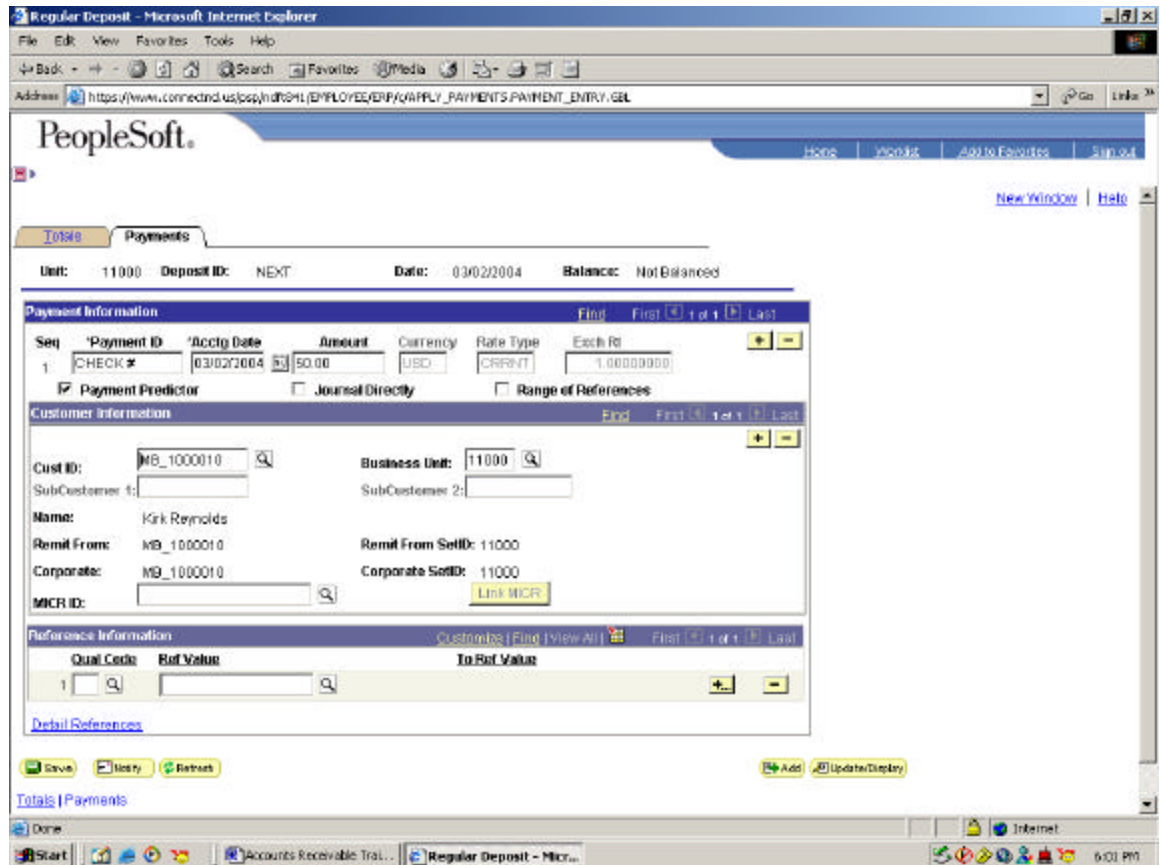
Note: Recall that if you enter a currency code on the Totals page, all payments in the deposit must then be of the same currency.

- Currency: USD. Will default from the Totals page.
- Rate Type: CRRNT. Will default from the Totals page.
- Exch Rt: Will default from the Totals page.

Note: Deposit Status remains Not Balanced while you're entering payments, and changes to Balanced when the amount total and number of entered payments equals the Control amount and count from the Regular Deposit Entry – Totals page.

- Customer Information: Once you enter the Customer ID and Business Unit, the rest of the information will default in.
 - ID: Enter the Customer ID if you know it. This will help in creating a more specific worksheet to apply the payment. Click on the magnifying glass icon  to see and choose from a list of valid values.

- Unit: Enter the Business Unit of the Customer. Click on the magnifying glass icon  to see and choose from a list of valid values.



Regular Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copy/nd041/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_ENTRY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Totals | Payments

Unit: 11000 Deposit ID: NEXT Date: 03/02/2004 Balance: Not Balanced

Payment Information

Seq	Payment ID	Acctg Date	Amount	Currency	Rate Type	Exch Rt
1	CHECK #	03/02/2004	50.00	USD	CURRENT	1.00000000

☒ Payment Predictor ☐ Journal Directly ☐ Range of References

Customer Information

Cust ID: MB_1000010 Business Unit: 11000

SubCustomer 1: SubCustomer 2:

Name: Kirk Reynolds

Remit From: MB_1000010 Remit From SetID: 11000

Corporate: MB_1000010 Corporate SetID: 11000

MICR ID: Link MICR

Reference Information

Qual Code	Ref Value
1	

Detail References

Save Update Print

Totals | Payments


Done

Start Accounts Receivable Trail... Regular Deposit - Micro...

6:01 PM

Optional:

Note: If you know the invoice id for which this payment will be applied to, enter it at the bottom under Reference Information. By doing so, applying the payment will become easier. In addition, if the payment is a full payment amount, you can use the payment predictor process to apply payments.

- Reference Information:
 - Qual Code: I (Item)
 - Ref Value: Invoice Number. Click on the magnifying glass icon  to see and choose from a list of valid values. You can narrow your search by Business Unit and Customer ID.

Regular Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/ndrcmt/EMPLOYEE/HRPP/CA/PAYMENTS/PAYMENT_ENTRY.GBL

PeopleSoft.

Home | My Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Look Up Ref Value

Item ID:

Business Unit:

Customer ID:

[Basic Lookup](#)

Search Results

View All First 12 of 2 Last

Item ID	Item Line	Business Unit	Customer ID	Customer Balance	Accounting Date
TEST-0	0	11000	MR_1000012.50	03/02/2004	
TEST-2	0	11000	MR_1000012.50	03/02/2004	

Start | Regular Deposit - Micro... | Accounts Receivable Trail... | 6:10 PM

- Identify the valid invoice number for the customer payment.
- You can pay off multiple invoices for a customer with one payment by clicking on the add icon and inserting the additional invoice information.

Regular Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/PAPLY_PAYMENTS/PAYMENT_ENTRY.GBL

PeopleSoft. Home Worklist Add to Favorites Sign out

Unit: 11000 Deposit ID: 73 Date: 03/02/2004 Balance: Balanced

Payment Information Find First 1 of 2 Last

Seq	Payment ID	Acctg Date	Amount	Currency	Rate Type	Exch R
1	CHECK #	03/02/2004	50.00	USD	CURRENT	1.00000000

☒ Payment Predictor ☐ Journal Directly ☐ Range of References

Customer Information Find First 1 of 1 Last

Cust ID:	MB_1000010	Business Unit:	11000
Name:	Kirk Reynolds		
Remit From:	MB_1000010	Remit From SetID:	11000
Corporate:	MB_1000010	Corporate SetID:	11000
MICR ID:			Link MICR

Reference Information Customers Find View All First 1 of 2 Last

Qual Code	Ref Value	To Ref Value
1	MB0000000235	
2	MB0000000212	

Detail References

Save Return to Search All Rows in List Previous in List Notify Refresh Add Transfer/Transfer

Totals | Payments

Start Regular Deposit - Micr... Accounts Receivable Trail... 6:18 PM

- Add a new row as needed using the add icon on the outer scroll.
- Fill in the information for the new payment line using the same steps as above.

Note: The seq number will increment each time you add a new payment.

Regular Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/PAPLY_PAYMENTS/PAYMENT_ENTRY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Totals | Payments

Unit: 11000 Deposit ID: NEXT Date: 03/02/2004 Balance: Balanced

Payment Information

Seq	Payment ID	Acctg Date	Amount	Currency	Rate Type	Exch R
2	LINE 2	03/02/2004	50.00	USD	CURRENT	1.00000000

☒ Payment Predictor ☐ Journal Directly ☐ Range of References

Customer Information

Cust ID:	MB_1000012	Business Unit:	11000
SubCustomer 1:		SubCustomer 2:	
Name:	Jessica Farbo		
Remit From:	MB_1000012	Remit From SetID:	11000
Corporate:	MB_1000012	Corporate SetID:	11000
MICR ID:		Link MICR	

Reference Information

Qual Code	Ref Value	To Ref Value
1		

[Detail References](#)

[Save](#) [Apply](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | Payments

Start | Accounts Receivable Trail... | Regular Deposit - Micro... | 6:03 PM

- Once you have finished putting in the information, click on Save .
- Assuming that you've completed all the payment amount and identifying information, you can move on to the worksheet pages.
- If you want to add another deposit, click the Add icon.
- Use the Update/Display icon to view / update another deposit.

Note: If you want to delete the entire deposit, click back to the Totals tab and click the Delete Deposit push button on the top right of the page.

Regular Deposit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndt041/EMPLOYEE/HRF/CA/PLV_PAYMENT_PAYMENT_ENTRY.GBL

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Home Worklist Add to Favorites Sign out

New Window Help

Totals Payments

Unit: 11000 Deposit ID: 73 [Delete Deposit](#)

*Acctg Date: 03/02/2004
 *Bank Code: BND
 *Bank Account: BND 9-10-151
 *Deposit Type: Deposit

Control Currency: USD
 Format Currency: USD
 Rate Type: CARRN
 Exch Rt: 1.00000000

Totals		Control Data	
Control Total Amt:	100.00	*Count:	2
Entered Total Amt:	100.00	*Received:	03/02/2004
Difference Amt:	0.00	*Entered:	03/02/2004
Posted Total Amt:	0.00	Posted:	
Journalled Total Amt:	0.00	Assign To:	nikhamaelpur
		User:	nikhamaelpur

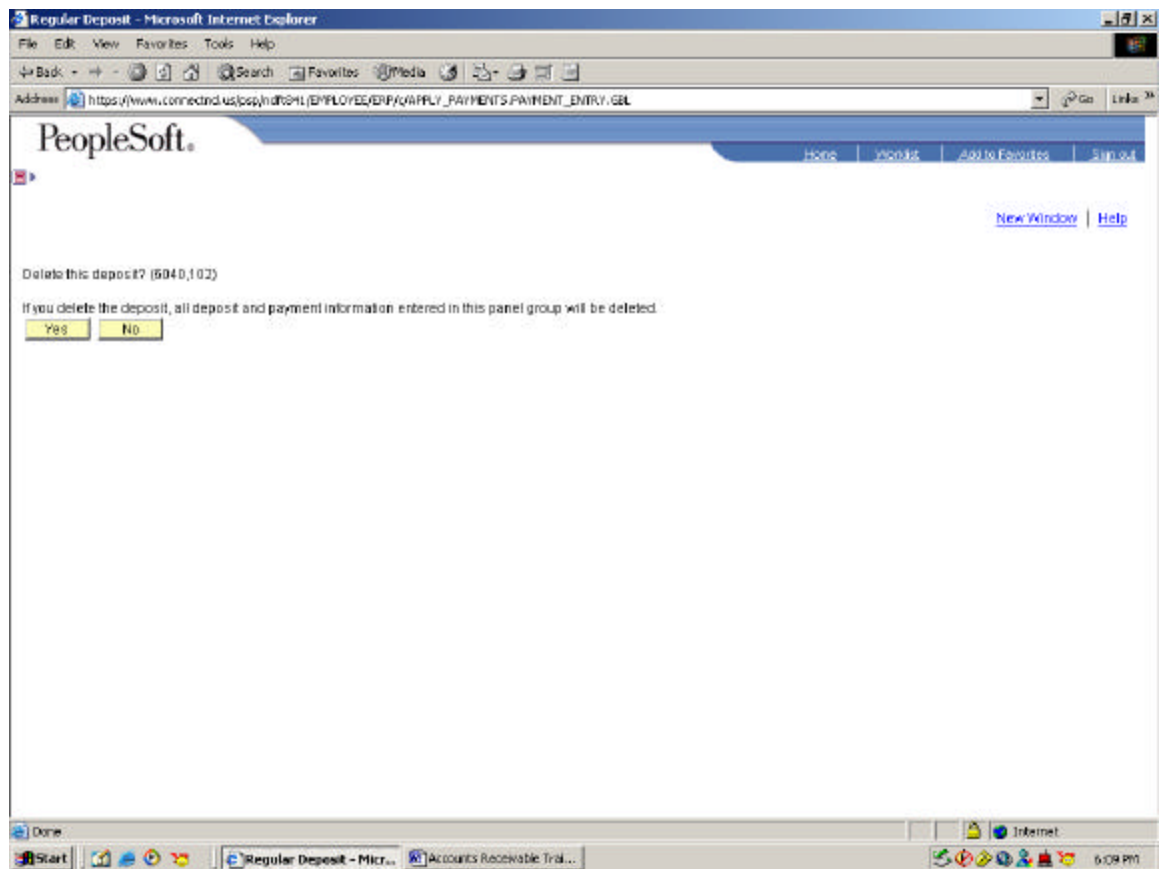
Save Notify Print [Add](#) [Update/Display](#)

Totals | Payments

Done

Start Accounts Receivable Trail... Regular Deposit - Micro... 6:04 PM

Note: You will get a warning message asking you to verify deleting this deposit.



- Click 'Yes' to delete the deposit.

Worksheets

Worksheet Selection

Accounts Receivable > Payments > Apply Payments > Create Worksheet Selection

Worksheet Selection
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Deposit Unit: [11000] [Q]
 Deposit ID: [begins with] [Q]
 Payment Sequence: [1]
 Payment ID: [001] [Q]
 Payment Status: [Worksheet]
 User ID: [skaiser]
 Assigned Operator ID: [skaiser] [Q]
 Accounting Date: [12/10/2003]
☐ Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Search Results
View 4 | First | 1-15 of 15 | Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date
11000	48	1	001	100	Worksheet	skaiser	skaiser	(blank)	(blank)	(blank)	12/10/2003	12/10/2003
11000	42	1	002	25	Worksheet	skaiser	skaiser	(blank)	(blank)	(blank)	12/11/2003	12/11/2003
11000	42	2	003	25	Worksheet	skaiser	skaiser	STD	#COMPOS	DEBITOR	12/11/2003	12/11/2003
11000	48	1	004	50	Worksheet	skaiser	skaiser	(blank)	(blank)	(blank)	12/11/2003	12/11/2003

- Deposit Unit: 11000. Click on the magnifying glass icon to see and choose from a list of valid values.
- Deposit ID: Put in the Deposit ID from the deposit that you had created. If you do not remember the ID, click on the magnifying glass icon to see and choose from a list of valid values.
- Click **Search**.

Note: You will notice that there are two lines for Deposit ID 73. This is because the regular deposit that we created had two payments. Each payment creates its own separate worksheet. You will need to go into each Payment Sequence worksheet and apply the payment. You may then set the payment to POST so that ARUPDATE (Receivable Update) can pick it up.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://www.connectnd.us/csp/hdrcnt/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_IDENT_IC_GL

Go Link

PeopleSoft.

Home Worklist Alerts/Events Logout

User ID: begins with

Assigned Operator ID: begins with

Accounting Date: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-10 of 10 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date
11000	46	1	001	100	Worksheet	skaiser	skaiser	(blank)	(blank)	(blank)	12/02/2003	12/02/2003
11000	47	1	002	75	Worksheet	skaiser	skaiser	(blank)	(blank)	(blank)	12/11/2003	12/11/2003
11000	47	2	003	25	Worksheet	skaiser	skaiser	STD	#COMBOS	DEBITOR	12/11/2003	12/11/2003
11000	48	1	004	50	Worksheet	skaiser	skaiser	(blank)	(blank)	(blank)	12/11/2003	12/11/2003
11000	56	2	CHECK#2	1000	Worksheet	nkhannepour	nkhannepour	(blank)	(blank)	(blank)	01/07/2004	01/07/2004
11000	58	1	CHECK#3	50	Applied	larshus	larshus	(blank)	(blank)	(blank)	01/11/2004	01/11/2004
11000	60	1	CHECK	200	Worksheet	abergeson	abergeson	STD	#REFS	TEMPREF	01/13/2004	01/13/2004
11000	61	1	VOUCHER NUMBER 1000	1000	Worksheet	nkhannepour	nkhannepour	STD	#REFS	TEMPREF	01/14/2004	01/14/2004
11000	61	2	VHR2	500	Worksheet	nkhannepour	nkhannepour	(blank)	(blank)	(blank)	01/14/2004	01/14/2004
11000	62	2	CHE2	800	Worksheet	nkhannepour	nkhannepour	STD	BLOWS	BLOWS	01/14/2004	01/14/2004
11000	63	1	CHECK#351	1000	Worksheet	abergeson	abergeson	(blank)	(blank)	(blank)	01/28/2004	01/28/2004
11000	65	1	CHECK	350	Worksheet	abergeson	abergeson	(blank)	(blank)	(blank)	01/29/2004	01/29/2004
11000	69	1	269	27.5	Ident	larshus	larshus	(blank)	(blank)	(blank)	03/02/2004	03/02/2004
11000	73	1	CHECK#	50	Ident	nkhannepour	nkhannepour	(blank)	(blank)	(blank)	03/02/2004	03/02/2004
11000	73	2	LINE 2	50	Ident	nkhannepour	nkhannepour	(blank)	(blank)	(blank)	03/02/2004	03/02/2004
11000	74	1	1	10000	Uniden	nkhannepour	nkhannepour	(blank)	(blank)	(blank)	03/03/2004	03/03/2004

Start Create Worksheet - M... Accounts Receivable Trial... 4:50 PM

11000	73	1	CHECK#	50	Ident	nkhannepour	nkhannepour	(blank)	(blank)	(blank)	03/02/2004	03/02/2004
11000	73	2	LINE 2	50	Ident	nkhannepour	nkhannepour	(blank)	(blank)	(blank)	03/02/2004	03/02/2004

Worksheet Selection

Deposit Unit: 11000 Payment ID: CHECK # ☒ Payment Predictor
 Deposit ID: 79 Payment Amount: 50.00 USD
 Deposit Status: None Applied Payment Status: Identified

Customer Criteria

Customer Criteria: **Customer Reference** Find | View All First | 1 of 1 | Last

Customer ID:	MB_1000010	Business Unit:	11000
Name:	Kirk Reynolds		
Remit SetID:	11000	Remit From ID:	MB_1000010
Corporate SetID:	11000	Corporate ID:	MB_1000010
MICR ID:			Link MICR

Reference Criteria

Reference Criteria: **Item Reference** Find | View All First | 1 of 1 | Last

Reference:		To Reference:		Qual Code:	
------------	--	---------------	--	------------	--

[Detail Reference](#)
[Item Status](#)

Worksheet Control

 Created at: Items: 0

- Working with the Worksheet Selection page consists of these basic steps:
 1. You enter customer criteria and item reference criteria, if any.
 - Customer ID
 - Business Unit
 - Qual Code: I - Optional
 - Reference (Invoice Number) - Optional
 2. You build the worksheet.

Worksheet Selection

Deposit Unit: 11000 Payment ID: CHECK # ☒ Payment Predictor
 Deposit ID: 73 Payment Amount: 50.00 USD
 Deposit Status: None Applied Payment Status: Identified

Customer Criteria

Customer Criteria: **Customer Reference** Find | View All First | 1 of 1 | Last

Customer ID:	MB_1000010	Business Unit:	11000
Name:	Kirk Reynolds	Remit From ID:	MB_1000010
Remit SetID:	11000	Corporate ID:	MB_1000010
Corporate SetID:	11000		
MICR ID:			Link MICR

Reference Criteria

Reference Criteria: **Item Reference** Find | View All First | 1 of 1 | Last

Reference:	MB0000000211	To Reference:		Qual Code:	
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[Item Status](#)

Worksheet Control

 Created at: Items: 0

Note: The information that displays comes from the information you entered on the [Regular Deposit Entry - Payments](#) page. If you didn't enter information on the Payments page, you'll need to enter it on the Worksheet Selection page.

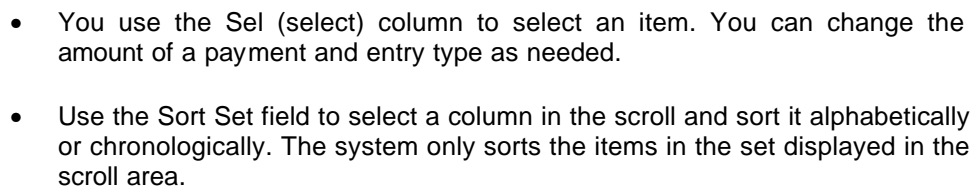
Note: If you do not first build the worksheet before entering the worksheet application, you will enter a blank worksheet.

- Always enter at least Customer ID on the Create Worksheet page before building the worksheet.
- Click **Build** to build the worksheet. By doing so, you will be taken to the Update Worksheet page to apply the payment to an open AR item.
- Click **Clear** to cancel your selections and clear the worksheet so you can start over.

Worksheet Application

Accounts Receivable > Payments > Apply Payments > Update Worksheet

Note: Either navigate to this page for the deposit it, or you will be taken there when you create a worksheet and click **Build**.



- 1 
- 2 
- 3 
- 4 
- 5 
- 6 
- 7 
- 8 

- Use the Sort All field to sort all the sets of items in the worksheet, not just the items in the set displayed in the scroll area. You can sort items by Due Date, Entry Reason, Entry Type, or Item.

Sort All:

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr/hdr1/EMPLOYEE/HRPP/PAID/PAYMENTS/PAYMENT_ID/MT_IC.GBL

PeopleSoft.

Worksheet Application Detail View

Deposit Unit: 11000 Deposit ID: 73 Payment ID: CHECK # Payment Sequence: 1 Currency: USD

Item Display Control

Select: Sort All: Display: Dynamic Col 1: Dynamic Col 2:

Item Summary

Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date
1					11000	MB_1000		01/05/2004
2		INTEREST JAN 2			11000	MB_1000		01/14/2004
3		ITEM			11000	MB_1000		01/13/2004
4		MB0000000199			11000	MB_1000		12/31/2003
5		MB0000000209			11000	MB_1000		02/19/2004
6		MB0000000211			11000	MB_1000		01/02/2004
7		MB0000000212			11000	MB_1000		12/01/2003
8		MB0000000213			11000	MB_1000		12/01/2003


Add with Detail

Item Display Set Control: 1 to 19 of 19

Balance

Amount:	50.00	Remaining:	50.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

- Click on the  icon to refresh any changes to the page.

Note: The screen shot below is sort option of due date after click the refresh  icon. Item date is the Invoice Date and Due Date is the system calculated due date based on the payment terms.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copy/nd041/EMPLOYEE/HRF/PAPLY/PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Item Display Control

Select: Sort All: Due Date Display: All Items Dynamic Col 1: P0 Dynamic Col 2: Due Date

Item Summary

Seq	Seq	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	P0	Due Date
1		20,000.00	USD	MB0000000212						11000	MB_1000		12/01/2003
2		20,000.00	USD	MB0000000213						11000	MB_1000		12/01/2003
3		20,000.00	USD	MB0000000214						11000	MB_1000		12/01/2003
4		30,000.00	USD	MB0000000199						11000	MB_1000		12/31/2003
5		5,000.00	USD	MB0000000211						11000	MB_1000		01/02/2004
6		18,800.00	USD	MB0000000218						11000	MB_1000		01/02/2004
7		10,000.00	USD	TEST						11000	MB_1000		01/02/2004
8		-1,000.00	USD	CREDIT						11000	MB_1000		01/05/2004

Add with Detail

Item Display Set Control: 1 to 19 of 19


Balance

Amount:	50.00	Remainings:	50.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action


Save Return to Search Next in List Previous in List Sticky Refresh

Start Create Worksheet - M... Accounts Receivable Trail... 5:12 PM

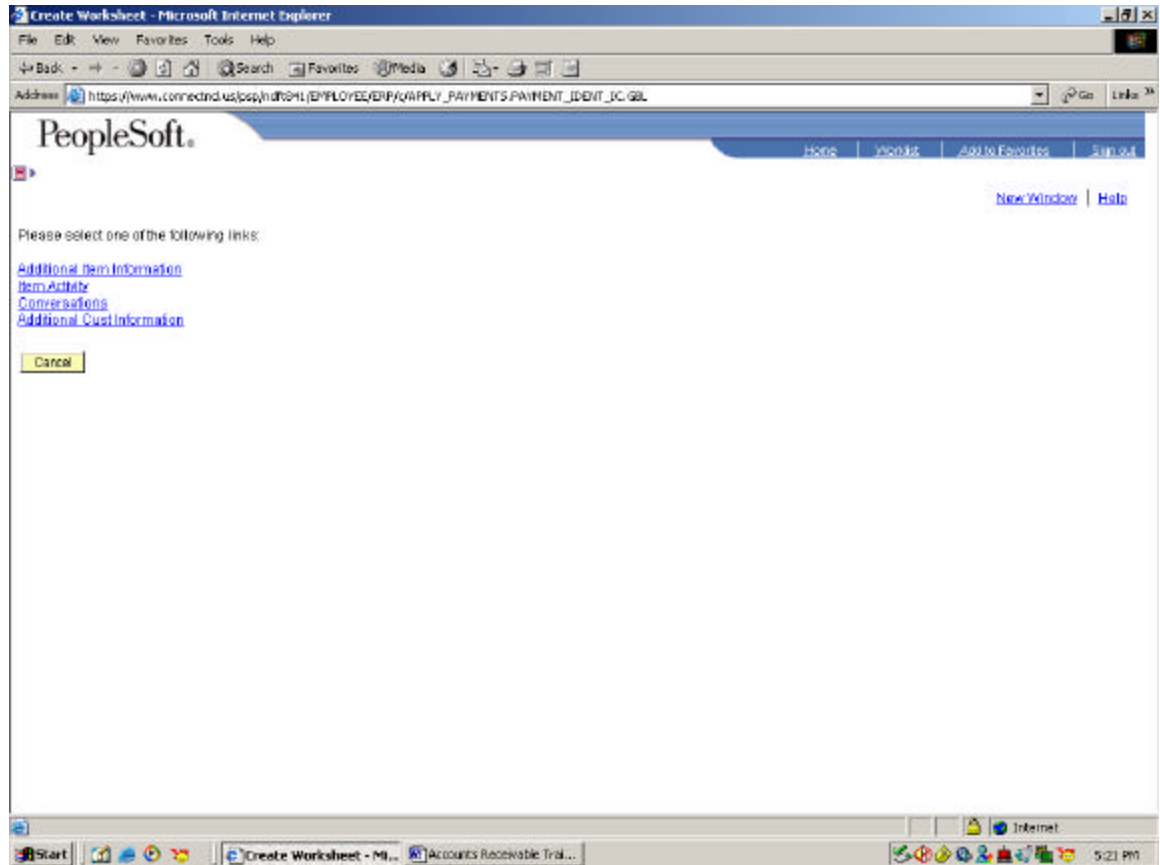
- To help you balance the worksheet, you can look up or add information about existing items using the icons on either side of the of the item number.
- Click  to view detailed information about the item on the Detail View tab.

- To access other options for the Items such as Item Activity, Customer Conversations, Item in Other Groups and Additional Customer Information click on the hyperlinks to the right of the page.

[Item Activity](#)
[Conversations](#)
[Item in other Groups](#)
[Additional Cust Information](#)
[Currency Exchange Aid](#)
[Add VAT Information](#)

- Click the [Worksheet Application](#) tab to get back to the Worksheet so that you can apply the payments.
- Click on the  icon to open a menu with options you can use to access the Additional Item Information page, Item Activity Detail page, and Conversations page, Items in Other Groups page, Additional Customer

Information page, and Currency Exchange Aid. Some options are not available until you select an item.



- Click on one of the hyperlinks to go to the appropriate page and view the additional information.
- Click on the [Additional Item Information](#).

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/copy/ndvst1/EMPLOYEE/HRF/PAPLY/PAYMENTS/PAYMENT_ID/IT_IC.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Additional Item Information

Unit: 11000 Customer: MB_1000010 Item ID: INTEREST JAN, 2004

PO Ref:		Entry Type:	IN
Document:		Acctg Date:	03/02/2004
Order No:		Analyst:	CREDIT
Bill of Lading:		Collector:	COLLECT
Contract:		Sales:	TEAM
SubCust1:		Sales2:	
SubCust2:		Region Code:	
Project:			<input checked="" type="checkbox"/> Revaluation Flag
PC Business Unit:			
Activity ID:			

OK Cancel Refresh

Done

Start Create Worksheet - M... Accounts Receivable Trai...

Internet

5:22 PM

- Click **Cancel**.
- Click on the [Item Activity Detail](#).

Create Worksheet - Microsoft Internet Explorer

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Address: https://www.connectnd.us/copyhtml/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

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[New Window](#) | [Help](#)

Item Activity Detail

Unit: 11000 Item ID: INTEREST JAN 2004 Status: Open
 Customer: MB_1000010 SubCust1: SubCust2: Name: Kirk Reynolds
 Balance: 50.00 Currency: USD Base: 50.00 Currency: USD

Item Activity		Find View All First 1 4 Last	
Sequence:	1	Acctg Date:	01/14/2004
Entry Type:	IN	Reasons:	
Document:		Posted Date:	01/14/2004
Group Unit:	11000	Group ID:	248
Deposit Unit:		Payment ID:	
		Billing	
		Amount:	50.00 Currency: USD
		Payment Amount:	0.000 Currency: USD
		Base Amount:	50.00 Currency:

OK Cancel Refresh

Done

Start | Create Worksheet - M... | Accounts Receivable Trai... | Internet | 5:24 PM

- Click **Cancel**.
- Click on the [Additional Customer Information](#).

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/nd0841/EMPLOYEE/ERP/FV/APPLY_PAYMENTS/PAYMENT_IDENT_IC.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Additional Customer Information

Find | View All | First | Last | Lock

Item ID:	INTEREST JAN. 2004	Item Line:
Business Unit:	11000	Name:
Customer ID:	MB_1000010	
Corporate ID:	MB_1000010	SubCustomer 1:
Remit From ID:	MB_1000010	SubCustomer 2:
Correspondence ID:	MB_1000010	Billing Specialist:
Refer to ID:		Bill Inquiry Phone:
Vendor ID:		
Credit Analyst:	CREDIT	
Collector:	COLLECT	
Sales Person:	TEAM	
Name 2:		
Name 3:		

OK Cancel Refresh

Done

Start Create Worksheet - M... Accounts Receivable Tra...

Internet 5:25 PM

- Apply the payment to the correct item by putting a check box in the Sel box next to the item.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HR/APPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

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Home | Worklist | Add to Favorites | Sign out

New Window | Help

Worksheet Application **Detail View**

Deposit Unit: 11000 Deposit ID: 73 Payment ID: CHECK # Payment Sequence: 1 Currency: USD

Item Display Control

Select: Sort All: Item Display: All Items Dynamic Col 1: PO Dynamic Col 2: Due Date

Item Summary

Seq	Set	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date	Due
1		-1,000.00	USD	CREDIT						11000	MB_1000		01/05/04	01/0
2		50.00	USD	INTEREST JAN 2						11000	MB_1000		01/14/04	01/1
3		1,202.00	USD	ITEM						11000	MB_1000		01/13/04	01/1
4		30,000.00	USD	MB0000000199						11000	MB_1000		12/31/03	12/3
5		-30,000.00	USD	MB0000000209						11000	MB_1000		02/10/04	02/1
6		5,000.00	USD	MB0000000211						11000	MB_1000		01/02/04	01/0
7		20,000.00	USD	MB0000000212						11000	MB_1000		12/01/03	12/0
8		20,000.00	USD	MB0000000213						11000	MB_1000		12/01/03	12/0

Add with Detail

Item Display Set Control: 1 to 19 of 19

Balance

Amount:	50.00	Remaining:	50.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Done


Start

Create Worksheet - M...

Accounts Receivable Trail...

Internet

5:27 PM

- Click the  button to update the balance information.
- From time to time as you select items, you need to check the Balance information at the bottom of the page. You must have a zero balance on the worksheet before it can be posted.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HR/APPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Item Display Control

Select: Sort All: Item Display: All Items Dynamic Col 1: PO Dynamic Col 2: Due Date

Item Summary

Seq	Seq	Pay Amt	Curr	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date	Due
1	<input type="checkbox"/>	-1,000.00	USD	CREDIT						11000	MB_1000		01/05/04	01/0
2	<input checked="" type="checkbox"/>	50.00	USD	INTEREST JAN 2		FY				11000	MB_1000		01/14/04	01/1
3	<input type="checkbox"/>	1,202.00	USD	ITEM						11000	MB_1000		01/13/04	01/1
4	<input type="checkbox"/>	30,000.00	USD	MB0000000199						11000	MB_1000		12/31/03	12/3
5	<input type="checkbox"/>	-30,000.00	USD	MB0000000209						11000	MB_1000		02/19/04	02/1
6	<input type="checkbox"/>	5,000.00	USD	MB0000000211						11000	MB_1000		01/02/04	01/0
7	<input type="checkbox"/>	20,000.00	USD	MB0000000212						11000	MB_1000		12/01/03	12/0
8	<input type="checkbox"/>	20,000.00	USD	MB0000000213						11000	MB_1000		12/01/03	12/0

Add with Detail

Item Display Set Control: 1 to 19 of 19

Balance


Amount:	50.00	Remaining:	0.00	Unearned:	0.00
Selected:	50.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Next in List Previous in List Sticky Refresh

Balance					
Amount:	50.00	Remaining:	0.00	Unearned:	
Selected:	50.00	Discount:	0.00	Earned:	
Adjusted:	0.00	Write Off:	0.00		

Note: The system will enter type 'PY' for the item you are paying.

- Note the Balance box at the bottom of the page. It keeps track of how many items you have selected and the remaining dollar amount in the payment that has to be applied.
- The balance information is automatically updated whenever you click the  button. You must have a zero balance before the worksheet can be posted.

Amount: The amount of the payment received from the customer.

Selected: Total amount of items selected for payment on the payment worksheet.

Adjusted: Total adjustment amount, including deductions, balance write-offs, prepayments, on account payments, and adjustments on the payment worksheet.

Remaining: The unapplied amount remaining for the payment = received - selected + discounts + adjustments.

Discount: Total discounts taken = earned + unearned.

Write Off: Total amount of items written off.

Unearned: Unearned discounts taken.

Earned: Earned discounts taken.

- If the payment is an over payment or under payment, you will need to adjust the amount appropriately.

To Apply an Underpayment

Accounts Receivable > Payments > Apply Payments > Update Worksheet

Note: Either navigate to this page for the deposit it, or you will be taken there when you create a worksheet and click **Build**.

- To apply an underpayment, treat the entire amount as a partial payment against an item.
- Select the appropriate invoice number that you want to apply the payment to.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copy/nd0341/EMPLOYEE/HRF/PAPLY/PAYMENTS/PAYMENT_IDBIT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Item Display Control

Select: Sort All: Display: Dynamic Col 1: Dynamic Col 2:

Item Summary

Seq	Seq	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PQ	Due Date	Due
1	<input type="checkbox"/>	-1,000.00	USD	CREDIT						11000	MB_1000		01/05/04	01/0
2	<input type="checkbox"/>	50.00	USD	INTEREST JAN 2						11000	MB_1000		01/14/04	01/1
3	<input checked="" type="checkbox"/>	1,202.00	USD	ITEM						11000	MB_1000		01/13/04	01/1
4	<input type="checkbox"/>	30,000.00	USD	MB0000000199						11000	MB_1000		12/31/03	12/3
5	<input type="checkbox"/>	-30,000.00	USD	MB0000000209						11000	MB_1000		02/19/04	02/1
6	<input type="checkbox"/>	5,000.00	USD	MB0000000211						11000	MB_1000		01/02/04	01/0
7	<input type="checkbox"/>	20,000.00	USD	MB0000000212						11000	MB_1000		12/01/03	12/0
8	<input type="checkbox"/>	20,000.00	USD	MB0000000213						11000	MB_1000		12/01/03	12/0

Add with Detail

Item Display Set Control: 1 to 19 of 19

Balance

Amount:	50.00	Remainings:	50.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Next in List Previous in List Retry Refresh

Start Create Worksheet - M... Accounts Receivable Trail... Untitled - Paint

5:02 PM

- Change the amount for the selected item to the amount of the payment.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/nd0341/EMPLOYEE/HRPP/PAPLY/PAYMENTS/PAYMENT_IDENT_IC.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign Out

Item Display Control

Select: [] Sort All: [Item] Display: [All Items] Dynamic Col 1: [PO] Dynamic Col 2: [Due Date]

Item Summary

Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date	Due
1	<input type="checkbox"/>	-1,000.00	USD	CREDIT						11000	MB_1000		01/05/04	01/0
2	<input type="checkbox"/>	50.00	USD	INTEREST JAN 2						11000	MB_1000		01/14/04	01/1
3	<input checked="" type="checkbox"/>	50.00	USD	ITEM						11000	MB_1000		01/13/04	01/1
4	<input type="checkbox"/>	30,000.00	USD	MB0000000199						11000	MB_1000		12/31/03	12/3
5	<input type="checkbox"/>	-30,000.00	USD	MB0000000209						11000	MB_1000		02/19/04	02/1
6	<input type="checkbox"/>	5,000.00	USD	MB0000000211						11000	MB_1000		01/02/04	01/0
7	<input type="checkbox"/>	20,000.00	USD	MB0000000212						11000	MB_1000		12/01/03	12/0
8	<input type="checkbox"/>	20,000.00	USD	MB0000000213						11000	MB_1000		12/01/03	12/0

Add with Detail

Item Display Set Control: 1 to 19 of 19

Balance


Amount:	50.00	Remainings:	50.00	Unearned:	0.00
Sold:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Next in List Previous in List Retry Refresh

Start Create Worksheet - M... Accounts Receivable Trail... Untitled - Paint 5:33 PM

Note: Item #3 above has a balance of \$1202.00 (Item ID: ITEM). In the example, I had a payment for \$50.00 and applied it to this item. I changed the item amount to 50 (the dollar amount that I was going to apply to the item).

- Click  button.
- Once refresh, the original row will have an entry type of 'PY' for \$50 and a new row with the remaining balance of \$1152.00 will be created with the same Item ID (ITEM).

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://www.connectnd.us/copyhtml/EMPLOYEE/HR/CA/PAPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft

Home Worklist Add to Favorites Sign out

Item Display Control

Select: Sort All: Display: Dynamic Col 1: Dynamic Col 2:

Item Summary

Seq	Set	Pay Amt	Curr	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PQ	Due Date	Due
1		-1,000.00	USD	CREDIT						11000	WB_1000		01/05/04	01/05/04
2		50.00	USD	INTEREST JAN 2						11000	WB_1000		01/14/04	01/14/04
3		50.00	USD	ITEM		PY				11000	WB_1000		01/13/04	01/13/04
4		30,000.00	USD	MB0000000199						11000	WB_1000		12/31/03	12/31/03
5		-30,000.00	USD	MB0000000209						11000	WB_1000		02/19/04	02/19/04
6		5,000.00	USD	MB0000000211						11000	WB_1000		01/02/04	01/02/04
7		20,000.00	USD	MB0000000212						11000	WB_1000		12/01/03	12/01/03
8		20,000.00	USD	MB0000000213						11000	WB_1000		12/01/03	12/01/03
9		20,000.00	USD	MB0000000214						11000	WB_1000		12/01/03	12/01/03
10		18,000.00	USD	MB0000000216						11000	WB_1000		01/02/04	01/02/04
11		20,000.00	USD	MB0000000219						11000	WB_1000		01/21/04	01/21/04
12		20,000.00	USD	MB0000000220						11000	WB_1000		01/05/04	01/05/04
13		-20,000.00	USD	MB0000000222						11000	WB_1000		01/14/04	01/14/04
14		20,000.00	USD	MB0000000223						11000	WB_1000		01/20/04	01/20/04
15		4,000.00	USD	MB0000000224						11000	WB_1000		01/07/04	01/07/04
16		1,002.00	USD	MB0000000228						11000	WB_1000		01/07/04	01/07/04
17		50,000.00	USD	MB0000000229						11000	WB_1000		01/05/04	01/05/04

JavaScript: submitAction_wm0(PAYMENT_ITEM)Internal(BT)

Start Create Worksheet - M... Accounts Receivable Trail...

Internet 5:36 PM

3 50.00 USD ITEM PY 11000 WB_1000 01/13/04

20 1,152.00 USD ITEM 11000 WB_1000

- Once edited, you will notice that the Amount and Selected amount in the Balance box at the bottom of the page are the same. Therefore, there is 0\$ remaining in the payment that needs to be applied.

Balance				
Amount:	60.00	Remaining:	0.00	Unearned:
Selected:	60.00	Discount:	0.00	Earned:
Adjusted:	0.00	Write Off:	0.00	

- Click  Save .

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndrpt/EMPLOYEE/HR/PAPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Worksheet Application **Detail View**

Deposit Unit: 11000 Deposit ID: 73 Payment ID: CHECK # Payment Sequence: 1 Currency: USD

Item Display Control

Select: Sort All: Display: Dynamic Col 1: PO Dynamic Col 2: Due Date

Item Summary

Seq	Set	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date
1		-1,000.00	USD	CREDIT						11000	MB_1000		01/05/2004
2		50.00	USD	INTEREST JAN 2						11000	MB_1000		01/14/2004
3		50.00	USD	ITEM		PY				11000	MB_1000		01/13/2004
4		1,122.00	USD	ITEM						11000	MB_1000		01/13/2004
5		30,000.00	USD	MB0000000199						11000	MB_1000		12/31/2003
6		-30,000.00	USD	MB0000000209						11000	MB_1000		02/19/2004
7		5,000.00	USD	MB0000000211						11000	MB_1000		01/02/2004
8		20,000.00	USD	MB0000000212						11000	MB_1000		12/01/2003

Add with Detail

Item Display Set Control: 1 to 20 of 20

Balance

Amount:	50.00	Remaining:	0.00	Unearned:	0.00
Selected:	50.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Done

Start

Create Worksheet - M...

Accounts Receivable Trail...

Internet

5:04 PM

- Click on the [Worksheet Action](#) hyperlink to post the payment.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/ndt041/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL Go Link

PeopleSoft

Home Worklist Add to Favorites Sign out

New Window Help

Worksheet Action

Deposit Unit: 11000 Deposit ID: 73 Payment ID: CHECK #

Entered: 03/02/2004

Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Do Not Post	Create/Review Entries
Delete Payment Group	Post Now	
	Post Later	

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Print

Done

Start Create Worksheet - M... Accounts Receivable Tra... Internet 6:01 PM

- Click Post Now.

To Apply an Overpayment

Accounts Receivable > Payments > Apply Payments > Update Worksheet

Note: Either navigate to this page for the deposit it, or you will be taken there when you create a worksheet and click **Build**.

- To apply an overpayment, treat the entire amount as a full payment against an item.
- Select the appropriate invoice number that you want to apply the payment to.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/PAPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Worksheet Application **Detail View**

Deposit Unit: 11000 Deposit ID: 75 Payment ID: PAYMENT Payment Sequence: 1 Currency: USD

Item Display Control

Select: Sort All: Display: Dynamic Col 1: PO Dynamic Col 2: Due Date

Item Summary

Seq	Set	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date
1		50.00	USD	TEST						11000	MB_1000		03/02/2004
2		50.00	USD	TEST-2						11000	MB_1000		03/02/2004

Add with Detail

Item Display Set Control: 1 to 2 of 2

Balance		Amount		Remaining		Unearned:	
Amount:	75.00				75.00		0.00
Selected:	0.00				0.00		0.00
Adjusted:	0.00				0.00		0.00

Done

Start | Create Worksheet - M... | Accounts Receivable Trail...

6:07 PM

- Change the amount for the selected item to the amount of the payment.

PeopleSoft.

Worksheet Application **Detail View**

Deposit Unit: 11000 Deposit ID: 75 Payment ID: PAYMENT Payment Sequence: 1 Currency: USD

Item Display Control

Select: Sort All: Display: Dynamic Col 1: Dynamic Col 2:

Item Summary


Seq	Set	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date
1		50.00	USD	TEST						11000	MB_1000		03/02/2004
2		75.00	USD	TEST-2						11000	MB_1000		03/02/2004

Add with Detail

Item Display Set Control: 1 to 2 of 2

Balance	
Amount:	75.00
Selected:	0.00
Adjusted:	0.00
Remaining:	75.00
Discount:	0.00
Write Off:	0.00
Unearned:	0.00
Earned:	0.00

Note: Item #2 above has a balance of \$50.00 (Item ID: TEST-2). In the example, I had a payment for \$75.00 and applied it to this item. I changed the item amount to 75 (the dollar amount that I was going to apply to the item).

- Click  button.
- Once refreshed, the original row will have an entry type of 'PY' for \$75 and a new row with the over paid amount of -25.00\$ will be created with the same Item ID (TEST-2).

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copy/ndrpt1/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Item Display Control

Select: Sort All: Display: Dynamic Col 1: Dynamic Col 2:

Item Summary

Seq	Seq	Pay Amt	Curr	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date
1	<input type="checkbox"/>	50.00	USD	TEST						11000	MB_100C		03/02/2004
2	<input checked="" type="checkbox"/>	75.00	USD	TEST-2		PY				11000	MB_100C		03/02/2004
3	<input type="checkbox"/>	25.00	USD	TEST-2						11000	MB_100C		03/02/2004

Add with Detail

Item Display Set Control: 1 to 3 of 3

Balance

Amount:	75.00	Remaining:	0.00	Unearned:	0.00
Selected:	75.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action

Refresh page (Alt+F5)

JavaScript: submitAction_wmO(document.wmO, '#ICRefresh');

Start | Create Worksheet - M... | Accounts Receivable Tra...

6:08 PM

- Once edited, you will notice that the Amount and Selected amount in the Balance box at the bottom of the page are the same. Therefore, there is 0\$ remaining in the payment that needs to be applied.

Balance					
Amount:	75.00	Remaining:	0.00	Unearned:	
Selected:	75.00	Discount:	0.00	Earned:	
Adjusted:	0.00	Write Off:	0.00		

- Click .
- Click on the [Worksheet Action](#) hyperlink to post the payment.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/ndt041/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL Go Link

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Worksheet Action

Deposit Unit: 11000 Deposit ID: 75 Payment ID: PAYMENT

Entered: 03/08/2004

Status: No Action

<p>Worksheet Action</p> <p>Delete Worksheet</p> <p>Delete Payment Group</p>	<p>Posting Action</p> <p>Do Not Post</p> <p>Post Now</p> <p>Post Later</p>	<p>Accounting Entry Action</p> <p>Create/Review Entries</p>
--	---	--

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Add to Next List Previous List Print

Start Create Worksheet - M... Accounts Receivable Trail... 6:13 PM

- Click Post Now.

Microsoft Internet Explorer - Create Worksheet

Address: https://www.connectnd.us/csp/ndt041/EMPLOYEE/HRF/CA/APPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Saved](#)

Worksheet Action

Deposit Unit: 11000 Deposit ID: 75 Payment ID: PAYMENT

Entered: 03/08/2004

Status: Post Now

Worksheet Action	Posting Action	Accounting Entry Action
<input type="button" value="Delete Worksheet"/> <input type="button" value="Delete Payment Group"/>	<input type="button" value="Do Not Post"/> <input type="button" value="Post Now"/> <input type="button" value="Post Later"/>	<input type="button" value="Create/Review Entries"/>

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#)

Done

Start | Create Worksheet - M... | Accounts Receivable Trail... | 6:13 PM

If Item is already Tagged

- If you select an item that is "in use," you may get an error message.

PeopleSoft.

Item Display Control

Select: [] Sort All: [Item] Display: [All Items] Dynamic Col 1: [PO] Dynamic Col 2: [Due Date]

Item Summary

Seq	Seq	Pay Amt	Curr	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	PO	Due Date
1		50.00	USD	TEST						11000	MB_1000		03/02/2004
2		50.00	USD	TEST-2		PY				11000	MB_1000		03/02/2004

Microsoft Internet Explorer

Item already tagged in another group (6040,523)
The item has been selected by another process. This item is not available for selection until the other process is posted or is deleted.

OK

Add with Detail


Item Display Set Control: 1 to 2 of 2

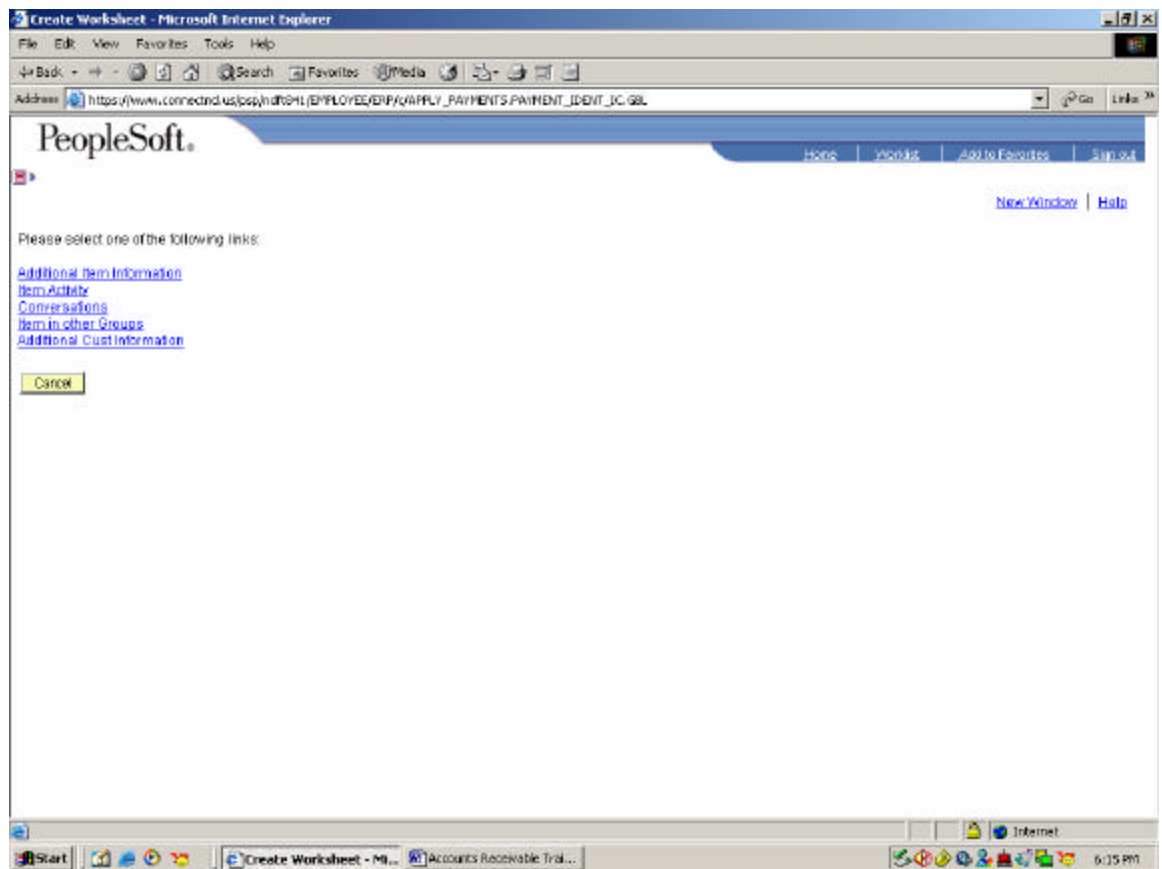
Balance

Amount:	50.00	Remaining:	50.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

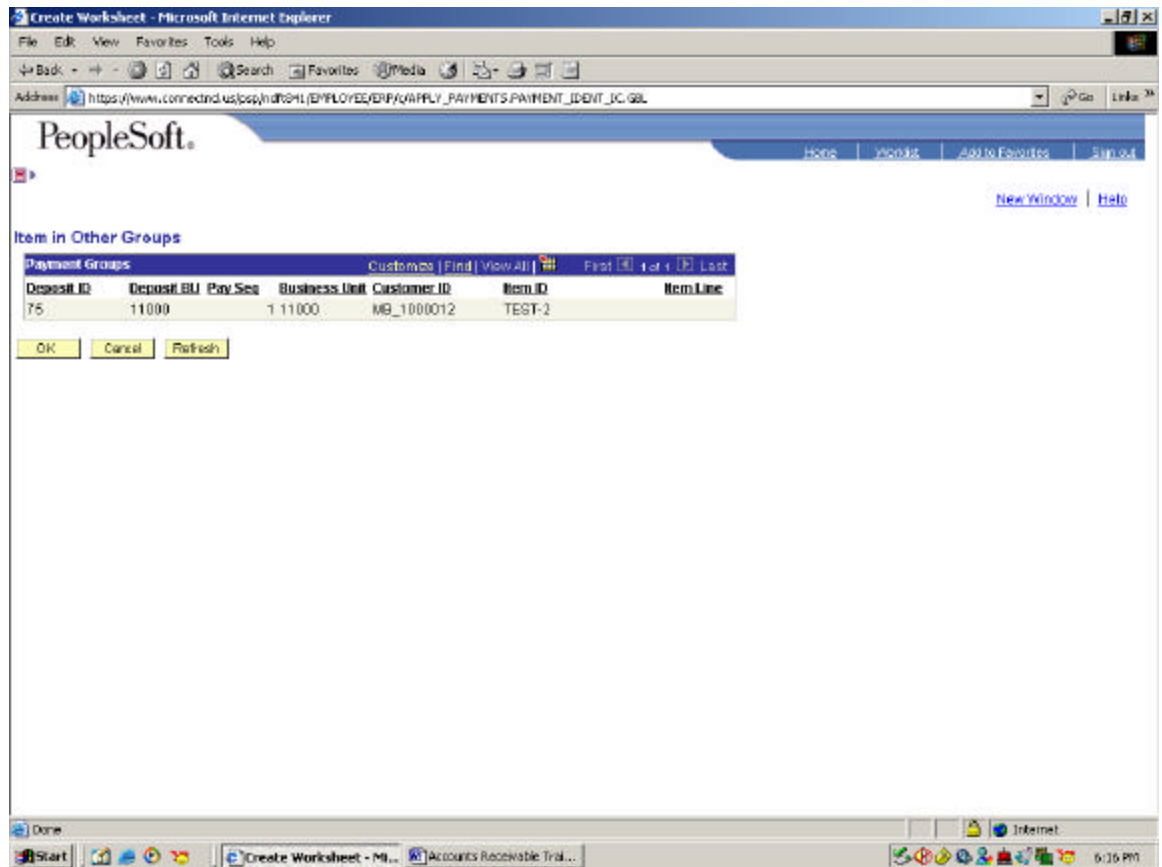
Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Next in List Previous in List Help Refresh

- If you want to see where the item is in use, select Items in other Groups from the related links icon for the item.
- Click  icon next to the line number 2 to view the additional details.



- Click the [Item in Other Group](#) hyperlink



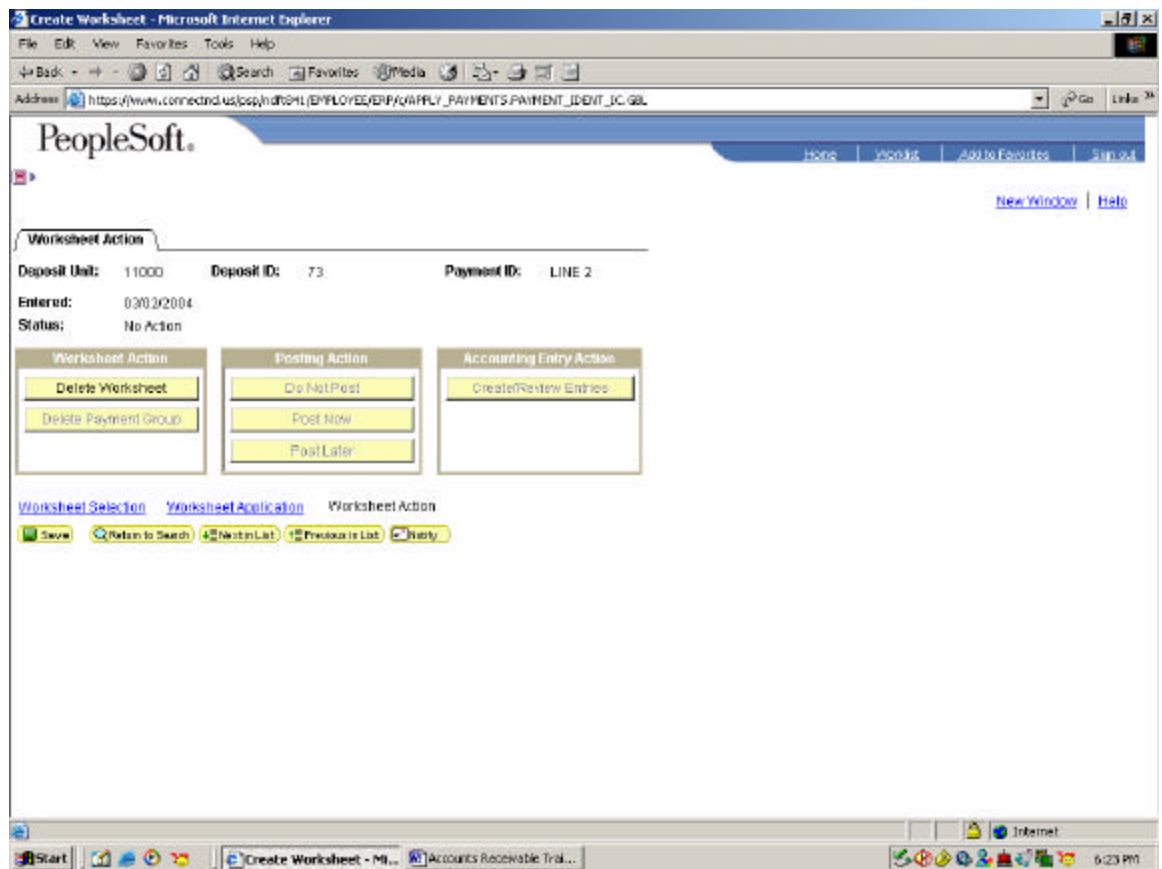
- Click **OK**.

Note: If the worksheet does not have a zero balance, but you need to stop working with the worksheet, you can save your work by clicking Worksheet Action and selecting Do Not Post.

Deleting Worksheets

Accounts Receivable > Payments > Apply Payment > Finalize Worksheet

- You can delete the entire worksheet, plus any accounting entries created for the worksheet by clicking on **Delete Worksheet**.



Creating and Reviewing Entries for Deposits

Accounts Receivable > Payments > Apply Payment > Finalize Worksheet

- You can create and view the accounting entries by clicking **Create/Review Entries**.

- When you click **Create/Review Entries**, the system creates accounting entries for the worksheet and displays the Accounting Entries Review page where you can review and modify the results.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/PAPLY_PAYMENTS/PAYMENT_ID/IT_IC.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Payment Control Accounting Entries

Deposit Unit: 11000 Deposit ID: 73 Payment ID: CHECK #

Accounting Entries Find | View All First 1 of 1 Last

Bus. Unit: 11000 Customer: MB_1000010 SubCust1: SubCust2:

Item ID: ITEM Line: Amount: -50.00 Currency: USD

Entry Type: PY Reason:

Accounting Entries: Complete Return To Previous Panel

Chartfields More Chartfields Currency Details Additional Details

Line	GL Unit	Amount	Account	Over Unit	Fund
1	11000	50.00	105251		790
100	11000	-50.00	124001		

2 Lines 50.00 DR USD Currency: 50.00 CR USD Currency: 0.000 Net

Save Return to Search Verify

Payment Control | Accounting Entries

Done Start Create Worksheet - M... Accounts Receivable Trail... 6:25 PM

- After you have reviewed the accounting entries on the Accounting Entries Review page, you can return to the Worksheet Action page by clicking **Return To Previous Panel**.

PeopleSoft.

Worksheet Action

Deposit Unit: 11000 Deposit ID: 73 Payment ID: CHECK #

Entered: 03/03/2004

Status: No Action

Worksheet Action: Delete Worksheet, Delete Payment Group

Posting Action: Do Not Post, Post Now, Post Later

Accounting Entry Action: Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Verify

- Delete the accounting entries you created, but leave the worksheet intact by clicking **Delete Payment Group**.
- Click **Do Not Post** to change the status to No Action. No Action will be the default until you click Post Now or Post Later.
- Click **Post Now** to change the status to Post Now so that ARUPDATE will pick the post the payment when it is run.
- Click **Save**.

Note: Post Now and Post Later posts the worksheet and creates accounting entries the next time ARUPDATE (Receivable Update) runs. As soon as you select Post Now or Post Later, the Status field changes from No Action to the posting action you selected. After you select Post Now, Post Later, or Create/Review Entries, you cannot modify the worksheet.

Payment Predictor

Accounts Receivable > Payments > Apply Payments > Request Payment Predictor

Payment Predictor (AR_PREDICT) is the automatic cash application feature in PeopleSoft Receivables. You can think of Payment Predictor as an automated version of the payment worksheet, which is used to manually match payments to open items and to create adjustments or write-offs for overpayments and underpayments.

- Payment Predictor Steps include:
 1. Enter reference information for online payments.
 2. Verify that the deposits are in balance.
 3. Run the Payment Predictor process.
 4. Run the Receivable Update process to post the items and create accounting entries.

Note: The results can be either that the payment has been matched and ready to be posted or that the payment matching results are sent to payment worksheet for review. If an exact match wasn't found, then the worksheet shows how Payment Predictor adjusted the payment based on the instructions in the payment method. If the payment matching results are sent to a payment worksheet, you need to review the worksheet. You need to decide if you want to accept the matching results as is or to make other adjustments. When you are done working with the payment worksheet, you need to set it to post now / later.

- Enter your Run Control ID.
- If you do not remember your Run Control ID, click [Search](#).

Request Payment Predictor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address https://www.connectnd.us/copy/ndrcm1/EMPLOYEE/HRF/VAAPPLY_PAYMENTS_PP_REQUEST.GEL Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Payment Predictor

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Search(All+1)

View All First 1-94 of 94 Last


Run Control ID	Language Code
RRNU00016	English
RRNU00012	English
aging	English
aging2	English
group	English
groupdate	English
newtaxcode	English
okaaa	English
okacounter	English
okaging	English
okamort	English
okar	English
okatua	English
okcus	English
okcb	English
noradata	Canish

JavaScript: submitAction_win0(document.win0, 'ifCSearch');

Start Request Payment Pre... Accounts Receivable Tra... 7:04 PM

- If you need to add a new Run Control ID, click on the [Add a New Value](#) hyperlink.

The screenshot shows a web browser window titled "Request Payment Predictor - Microsoft Internet Explorer". The address bar displays the URL: https://www.connectnd.us/csp/ndrcmt/EMPLOYEE/ERP/V/AAPPLY_PAYMENTS_PP_REQUEST.GBL. The page features the PeopleSoft logo at the top left and navigation links (Home, My Worklist, Add to Favorites, Sign out) at the top right. Below the logo, there are links for "New Window" and "Help". The main content area is titled "Payment Predictor" and contains two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Find an Existing Value" tab, there is a text input field labeled "Run Control ID:" containing the value "rkpp". Below this field is a yellow "Add" button. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 7:03 PM.

- Enter your Run Control ID.
- Click .

Request Payment Predictor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/nd/PS1/EMPLOYEE/HRF/VA/PPLY_PAYMENTS_PP_REQUEST.GBL

Go Link

PeopleSoft

Home Worklist Add to Favorites Sign out

New Window Help

Payment Predictor





Run Control ID: nipp Report Manager Process Monitor Run

Process Request Parameters End View All First 1 of 2 Last

Unit	Process Frequency	Auto Maint/Bank/Acct	Last Run On	Process Instance
11000	Always	<input checked="" type="checkbox"/> BND		
80100	Always	<input checked="" type="checkbox"/> BND		

Save Return to Search Notify Add Refresh Page

Start Request Payment Pre... Accounts Receivable Tra... 7:06 PM

- Group Unit: 11000. Enter the appropriate business unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- You can add lines to the scroll if you want to post multiple business units at a time by using the  icon.
 - Each business unit can have different settings.
- Process Frequency: Always
- Auto: Selected
- Bank: BND. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Account: BND. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click **Run**.

Request Payment Predictor - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdrvsn1/EMPLOYEE/HRF/CA/APPLY_PAYMENTS_PP_REQUEST.GEL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Process Scheduler Request

User ID: nikhamnampur Run Control ID: napp

Server Name: PSNT Run Date: 03/08/2004

Recurrence: Run Time: 7:00:34PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	AR Predictor	AR_PREDICT	Application Engine	Web	TCT

OK Cancel

Start | Request Payment Predictor... | Accounts Receivable Trail... | 7:10 PM

- Make sure the *AR_PREDICT* check box is checked.
- Select the appropriate Server Name: PSNT

Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

Process List PSUNX

- Click **OK**.

Request Payment Predictor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/VAAPPLY_PAYMENTS_PP_REQUEST.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Payment Predictor

Run Control ID: nipp Report Manager Process Monitor Run

Process Instance: 46573

Process Request Parameters

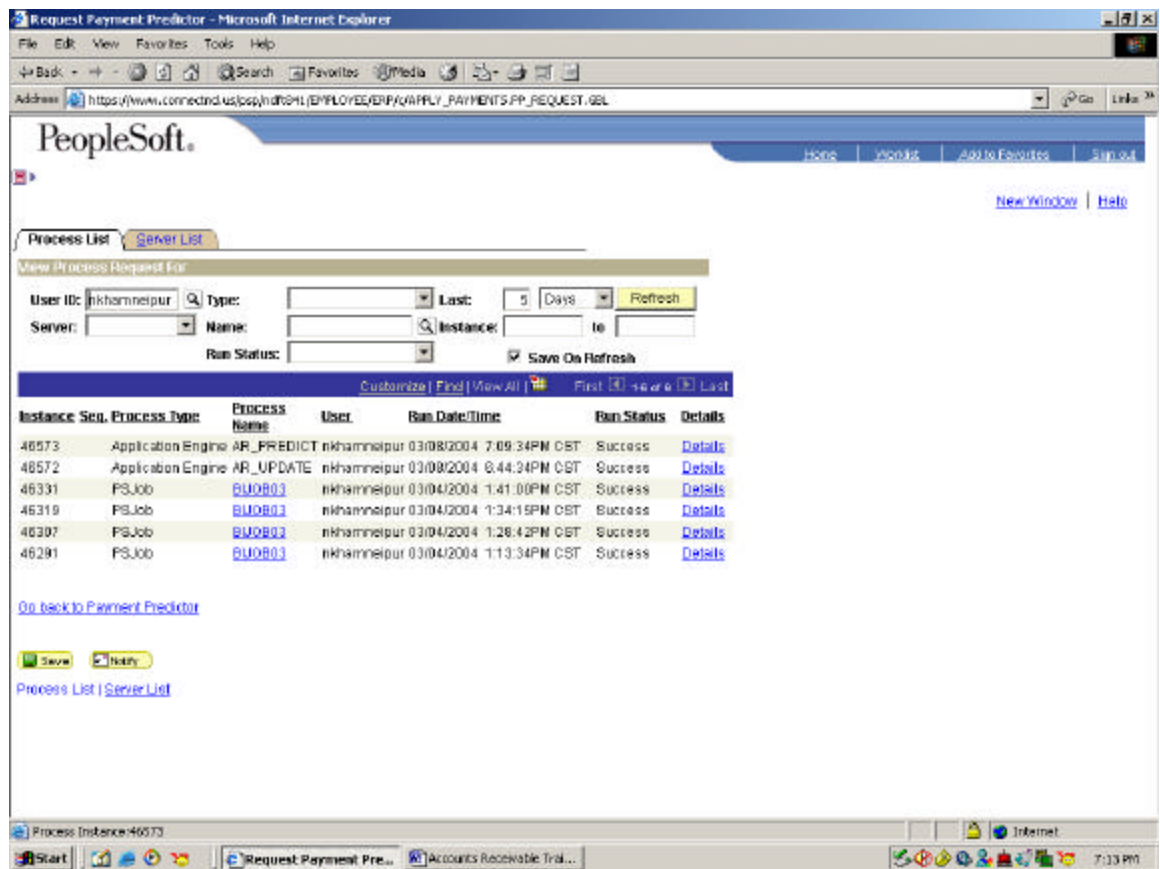
Unit	Process Frequency	Auto Maint/Bank Acct	Last Run On	Process Instance
11000	Always	<input checked="" type="checkbox"/> BND <input checked="" type="checkbox"/> BND		
80100	Always	<input checked="" type="checkbox"/> BND <input checked="" type="checkbox"/> BND		

Save Return to Search Notify Add Refresh Page

Process Instance: 46573

Request Payment Pre... Accounts Receivable Tra... 7:11 PM

- Once the process has terminated, you will be brought back to the Payment Predictor page with a new process instance tied to the process.
- To view the status of the process, click on the [Process Monitor](#) hyperlink.



Note: Receivable Update must be run after Payment Predictor.

Payment Predictor Status	Description	Pay Status	Post Status
N (not processed)	Payment not considered, possibly because it didn't meet the method criteria.	Unidentified or Identified	Not Applicable
P (processed)	Payment was considered, met the criteria of the method, but did not get as far as having items selected for it.	Unidentified or Identified	Not Applicable
W (worksheet)	Payment may be completely applied with review required, partially applied, or could have the creation of a worksheet specified by the method.	Worksheet	No Action



State of North Dakota

A (applied)	Payment completely applied.	Applied	Post Later
X (excluded)	Payment wasn't considered because it involved more than one currency.	Unidentified or Identified	Not Applicable

ARUPDATE (Receivable Update)

Accounts Receivable > Update Receivables > Request Receivables Update

- Enter your Run Control ID.
- If you do not remember your Run Control ID, click [Search](#).

Request Receivables Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://www.connectnd.us/jsp/hd041/EMPLOYEE/EMP/ENTER_RECEIVABLES_POSTING_REQUEST.jsp Go Link

PeopleSoft. Home My Tools Add to Favorites Sign Out

New Window Help

Receivable Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Run Control ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-14 of 14 Last

Run Control ID	Language Code
BIRU0015	English
BIRU0012	English
aring	English
axmat	English
arup	English
arupdate	English
newarupdate	English
rlsan	English
rlsancounter	English
rlsanq	English
rlsanr	English
rlsar	English
rlsava	English
rlsos	English
rlsob	English
rlsotata	Czech

Start Request Receivables Accounts Receivable Trial... 6:38 PM

- If you need to add a new Run Control ID, click on the [Add a New Value](#) hyperlink.

Request Receivables Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://www.connectnd.us/csp/hdrcmt/EMPLOYEE/HRF/ENTER_RECEIVABLES_POSTING_REQUEST.ABL Go Links

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Home Worklist Add to Favorites Sign out

New Window Help

Receivable Update

Find an Existing Value Add a New Value

Run Control ID: hrkup

Add

Find an Existing Value Add a New Value

Done

Start Request Receivables Accounts Receivable Trail

Internet 6:07 PM

- Enter your Run Control ID.
- Click **Add**.

Request Receivables Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndf041/EMPLOYEE/HRF/ENTER_RECEIVABLES_POSTING_REQUEST.ABL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Receivable Update Request

Run Control ID: nkrup [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

*Group Unit: 11000 [+](#) [-](#)

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2002 *Accounting Date To: 12/31/2004

Customer History Options

☒ User Defined

☐ Payment Performance

☐ DSO

☐ SubCustomer



Last Run On

Last Run On:

Process Instance:

[Save](#) [Return to Search](#) [Add](#) [Print](#)

Start | Request Receivables ... | Accounts Receivable Trail ... | 6:41 PM

- Group Unit: 11000. Enter the appropriate business unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
 - You can add lines to the scroll if you want to post multiple business units at a time by using the [+](#) icon.
 - Each business unit can have different settings.
- Process Frequency: Always
 - Select Once if you want Receivable Update to run only once for the business unit, then the frequency is reset to Don't.
 - Select Always if you want Receivable Update to run for the business unit every time this run control is requested.
 - Select Don't if you want Receivable Update not to process the business unit when the run control is requested.
- Accounting Date From/To: The accounting dates specified here are the dates within which the system selects groups for processing. Click  to view a calendar.

- The From date defaults to 01/01/1900, and the To date defaults to the current date.
 - Change the From date to a more specific current date instead of leaving it as 01/01/1900.
 - When the system scans the database, it looks at the group accounting date for each group that is set to post to see if it falls in the date range. If it is within the range specified on this page, it will process it to post.
- High Balance Basis Date: Run Date.
 - High Balance Basis Date is the date that the Receivable Update process uses when calculating the customer history amount.
 - By default, the Receivable Update process uses the Run Date.
 - If you want history to be calculated as of the calculation date, select Calc Date (calculation date).
- Customer History Options: You specify which history elements the run of the Receivable Update process updates for the business unit.
 - The User Defined check box updates the history elements you established on the User Defined History page in Define Receivable Processing.
 - The Payment Performance check box updates the following history elements: average days late, weighted average days late, weighted average terms, and weighted average days paid.
 - The DSO check box updates both DSO-30 and DSO-90.
 - If the Sub Customer option is enabled system-wide, the Sub Customer check box appears after you select one of the history elements and applies to all of them that you select. It updates history at Sub Customer levels for all customers in the business unit who have Sub Customer history enabled.

Note: When you post within Receivables, the system processes groups of pending items in order to update a customer's balance and system-defined history elements. During processing, the system creates balanced, valid accounting entries as needed. The Journal Generator then summarizes the accounting entry information into General Ledger journal format. Then the General Ledger Posting process updates your ledger balances.

- Click **Run**.

Request Receivables Update - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hd/PSMT/EMPLOYEE/EMP/ENTER_RECEIVABLES_POSTING_REQUEST.ABL

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[New Window](#) | [Help](#)

Process Scheduler Request

User ID: nikhamnolpur Run Control ID: nikanup

Server Name: PSNT Run Date: 03/08/2004

Recurrence: Run Time: 6:44:34PM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	PS/AR Receivable Update	AR_UPDATE	Application Engine	Web	TCT

OK Cancel

- Make sure the *PS/AR Receivable Update* check box is checked.
- Select the appropriate Server Name: PSNT

Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

Process List: PSUNX

- Click **OK**.

Request Receivables Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndps41/EMPLOYEE/HRP/ENTER_RECEIVABLES_POSTING_REQUEST.ABL

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[New Window](#) | [Help](#)

Receivable Update Request

Run Control ID: nkrup [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 46572

Process Request Parameters [Find](#) | [View All](#) | [First](#) | [Previous](#) | [Next](#) | [Last](#)

*Group Unit: 11000

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2002 *Accounting Date To: 12/31/2004

Customer History Options

☒ User Defined
☐ Payment Performance
☐ DSO
☐ SubCustomer

Last Run On

Last Run On:

Process Instance:

[Save](#) [Return to Search](#) [Run](#) [Add](#) [Print/Setup](#)

Process Instance: 46572

Start | Request Receivables ... | Accounts Receivable Trail ...

Internet 6:45 PM

- Once the process has terminated, you will be brought back to the Receivable Update Request page with a new process instance tied to the process.
- To view the status of the process, click on the [Process Monitor](#) hyperlink.

The screenshot shows the 'Request Receivables Update' web application in a Microsoft Internet Explorer browser. The address bar displays the URL: https://www.connectnd.us/csp/hdrvnt/EMPLOYEE/ENTER_RECEIVABLES_POSTING_REQUEST_ABL. The PeopleSoft logo is at the top left, and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are at the top right. Below the logo, there are tabs for 'Process List' and 'Server List'. A 'View Process Request For' section contains search filters for 'User ID' (set to 'nkhamneipur'), 'Type', 'Last' (5 Days), 'Server', 'Name', and 'Instance'. A 'Refresh' button is present. Below the filters is a table with columns: 'Instance Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', and 'Details'. The table lists four process instances, all with a 'Success' status. At the bottom of the table area, there is a 'Go back to Receivable Update' hyperlink. The browser's taskbar at the bottom shows the 'Process Instance:46572' window and the system clock at 6:46 PM.

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
46572	Application Engine	AR_UPDATE	nkhamneipur	03/08/2004 6:44:34PM CST	Posting	Details
46331	PSJob	BUQRB02	nkhamneipur	03/04/2004 1:41:00PM CST	Success	Details
46319	PSJob	BUQRB03	nkhamneipur	03/04/2004 1:34:15PM CST	Success	Details
46307	PSJob	BUQRB03	nkhamneipur	03/04/2004 1:28:43PM CST	Success	Details
46291	PSJob	BUQRB02	nkhamneipur	03/04/2004 1:13:34PM CST	Success	Details


- Click the [Go Back to Receivable Update](#) hyperlink to return to the Receivable Update process page.

Item Maintenance

A maintenance worksheet is a workspace for offsetting items, write-offs, or adjustments to clean up posted items. You can also use maintenance worksheets to refund an item with a credit balance or to create a new refund item for a credit remaining from maintenance tasks.

Refunds

Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet

- Worksheet Business Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Worksheet ID: NEXT

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/psp/nd/PSMT/EMPLOYEE/EMP/MAINTAIN_RECEIVABLES.WKS_IDENTIFY_JG/SQL

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New Window Help

Worksheet Selection

Find an Existing Value Add a New Value

Worksheet Business Unit: 11000

Worksheet ID: NEXT

Add

Find an Existing Value Add a New Value

Done

Start Accounts Receivable Tral... Create Worksheet - Mi...

Internet 4:35 PM

- Click **Add**.

Worksheet Selection

Worksheet Business Unit: 11000 Worksheet ID: NEXT

Customer Criteria

Customer Criteria: Customer Reference:

Customer ID: Business Unit: SubCustomer 1: SubCustomer 2: Name: Remit SetID: Remit From ID: Corporate SetID: Corporate ID: MICR ID: Accounting Date: 03/09/2004 Rate Type: CRRNT

Reference Criteria

Reference Criteria: Restrict to: Match Rule: Anchor Business Unit: Reference: To Reference: Reference Qualifier Code:

Worksheet Action

 Created Date/Time: Number of Items in worksheet: 0

Worksheet Selection [Worksheet Application](#) [Worksheet Action](#)

- Put in the Customer ID. Click on the magnifying glass icon to see and choose from a list of valid values.
- Business Unit: Put in the appropriate Business Unit. Click on the magnifying glass icon to see and choose from a list of valid values.
- Click .

Note: You can also navigate to Worksheet Application. Accounts Receivable > Maintenance > Maintenance Worksheet > Worksheet Application

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.jsp

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New Window | Help

Worksheet Application Detail View

Unit: 11000 Worksheet ID: 284 Currency: Accounting Date: 03/03/2004 Reason Code: Anchor Information

Worksheet Action

*Action: *Sort All: Display: Dynamic Col 2:

Item Summary

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input type="checkbox"/>	-1,000.00	USD			11000	MB_1000010	CREDIT			01/05/2004	
2	<input type="checkbox"/>	50.00	USD			11000	MB_1000010	INTEREST JAN, 2004			01/14/2004	
3	<input type="checkbox"/>	1,202.00	USD			11000	MB_1000010	ITEM			01/13/2004	
4	<input type="checkbox"/>	30,000.00	USD			11000	MB_1000010	MB0000000190			12/31/2003	
5	<input type="checkbox"/>	-30,000.00	USD			11000	MB_1000010	MB0000000209			02/19/2004	
6	<input type="checkbox"/>	5,000.00	USD			11000	MB_1000010	MB0000000211			01/02/2004	
7	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000212			12/01/2003	
8	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000213			12/01/2003	

Edit

Returned Count: 1 to 19 of 19

Balance

Dr: 0.000 Cr: 0.000 Adj: 0.000 Net: 0.000 WO: 0.000 Ref: 0.000

Worksheet Selection Worksheet Application Worksheet Action

- Select the appropriate Action from the Worksheet Action menu: Refund

Worksheet Action

*Action:

Item Sum

Seq

1

2

Balance

-1,000.00

50.00

- Click on the appropriate Item ID that you want to refund. The dollar amount has to be a negative – credit amount.

- Use to select items for refunding. You can select only credit items as refunds. If you are offsetting a debit against a larger credit and you want to refund the difference, first select the debit and the larger credit and then select the *Ref Net Cr* (refund net credit) action.

Note: If you select an item that is in use, you will get an error message. The system checks groups to see if an unposted item exists for the item that you selected or if the item has been selected in another group.

Worksheet Application [Detail View](#)

Unit: 11000 Worksheet ID: 285 Currency: USD Accounting Date: 03/03/2004 Reason Code: [Associate Information](#)

Worksheet Action: **Action:** **Item Display Control:** **Sort All:** **Display:** **Dynamic Col 1:** **Dynamic Col 2:**

Item Summary [Customize](#) [Find](#) [View All](#) [First \(3\)](#) [1-4 of 10](#) [Last](#)

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line PQ	Due Date	Line Item
1	<input checked="" type="checkbox"/>	1,000.00	USD	RC		11000	MB_1000010	CREDIT		01/05/2004	
2	<input type="checkbox"/>	50.00	USD			11000	MB_1000010	INTEREST JAN. 2004		01/14/2004	
3	<input type="checkbox"/>	1,202.00	USD			11000	MB_1000010	ITEM		01/13/2004	
4	<input type="checkbox"/>	30,000.00	USD			11000	MB_1000010	MB0000000199		12/31/2003	
5	<input type="checkbox"/>	-30,000.00	USD			11000	MB_1000010	MB0000000209		02/19/2004	
6	<input type="checkbox"/>	5,000.00	USD			11000	MB_1000010	MB0000000211		01/02/2004	
7	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000212		12/01/2003	
8	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000213		12/01/2003	

Returned Count:

Maintenance Worksheet

Max Write Off:

Max Refund:

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/ndps41/EMPLOYEE/ERP/MAINTAIN/RECEIVABLES.MS_IDENTIFY_IC/SQL

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Unit: 11000 Worksheet ID: 285 Currency: USD Accounting Date: 03/09/2004 Reason Code:

Worksheet Action:

Item Display Control:

Item Summary

Sequence	Seq	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	1	-1,000.00	USD	RC		11000	MB_1000010	CREDIT			01/05/2004	
2	2	50.00	USD								01/14/2004	
3	3	1,202.00	USD								01/13/2004	
4	4	30,000.00	USD								12/31/2003	
5	5	-30,000.00	USD								02/19/2004	
6	6	5,000.00	USD								01/02/2004	
7	7	20,000.00	USD			11000	MB_1000010	MB0000000212			12/01/2003	
8	8	20,000.00	USD			11000	MB_1000010	MB0000000213			12/01/2003	

Returned Count: 1 to 19 of 19

Balance: Dr: 0.00 Cr: 0.00 Adj: 0.00 Net: 0.00 WFO: 0.00 Ref: -1,000.00

Worksheet Selection Worksheet Application Worksheet Action

JavaScript: submitAction_wmO(document,wmO,'#ICSave')

Start Accounts Receivable Trial... Create Worksheet - Mi...

Internet 4:15 PM

Note: Once the refund limit is changed, you will need to clear the worksheet, rebuild it and select 'Refund' and the item.

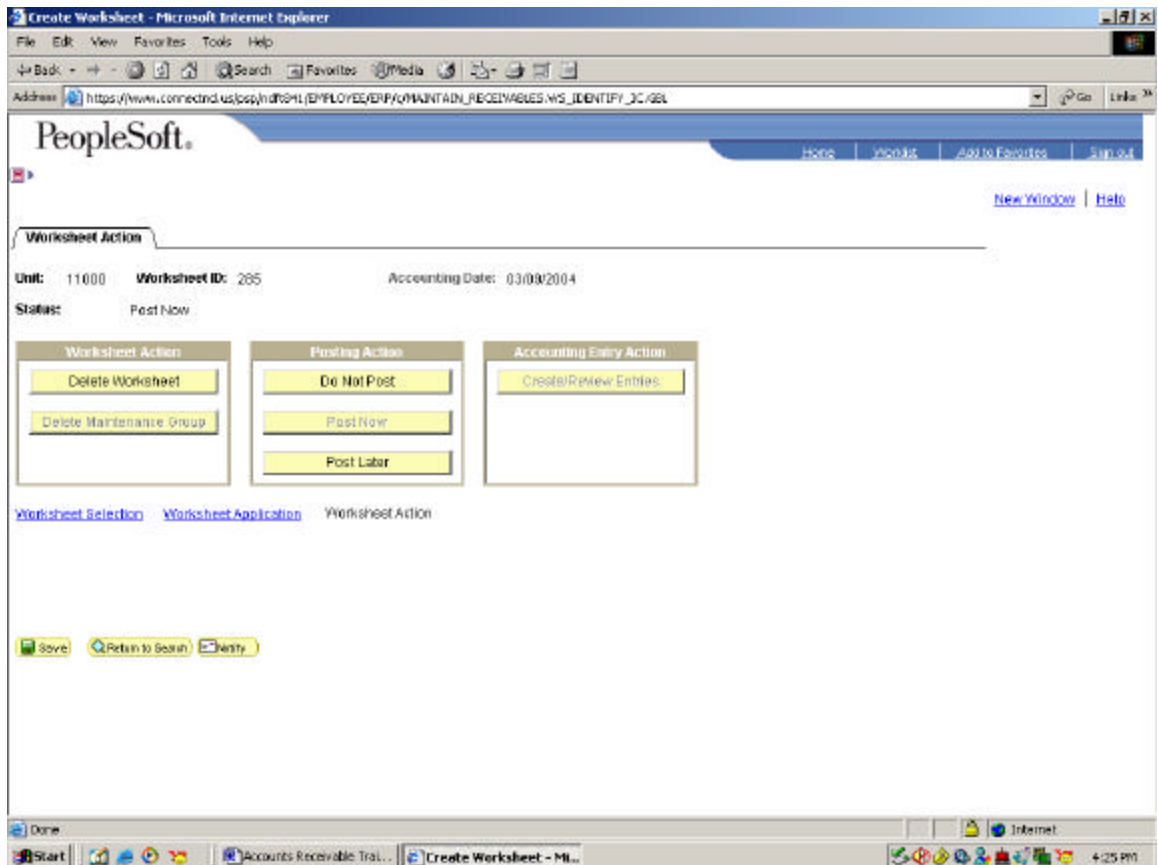
- Click .

Balance					
Dr: 0.00	Cr: 0.00	Adj: 0.00	Net: 0.00	WOC: 0.00	Ref: -1,000.00

Note: The total dollar amount for the refund is noted in the Balance section at the bottom of the worksheet.

- Click the [Worksheet Action](#) hyperlink.
- Click **Post Now**

Note: You cannot post an out-of-balance worksheet. Every dollar must be accounted for.



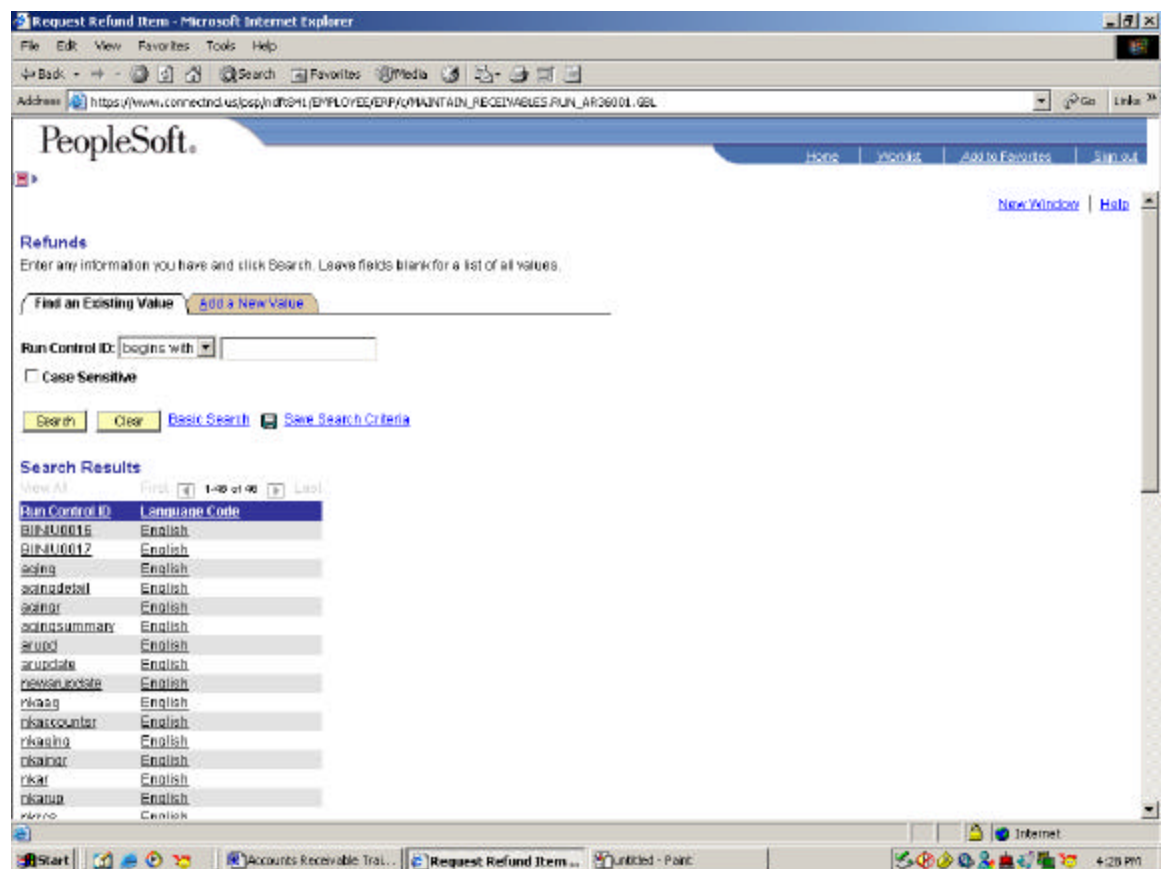
Note: You must run ARUPDATE to post the worksheet before running the 'Request Refund' process.

Process Refunds

Note: In order to process refunds, you must first create a maintenance worksheet on the Worksheet Selection page. Select an Action of Refund on the Worksheet Application page and select the credit items that you want to refund. Click the Post Now or Post Later button on the Worksheet Action page and run Receivable Update.

Accounts Receivable > Maintenance > Process Refunds > Request Refund Item

- Enter your Run Control ID.
- If you do not remember your Run Control ID, click [Search](#).



Request Refund Item - Microsoft Internet Explorer

Address: https://www.connectnd.us/copy/nd/PS1/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES/REQUEST_REFUND_ITEM_001.GBL

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[New Window](#) | [Help](#)

Refunds

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID: [Basic Search](#) [Save Search Criteria](#)

☐ Case Sensitive

Search Results

View All First 1-40 of 40 Last

Run Control ID	Language Code
RR00001	English
RR00002	English
RR00003	English
RR00004	English
RR00005	English
RR00006	English
RR00007	English
RR00008	English
RR00009	English
RR00010	English
RR00011	English
RR00012	English
RR00013	English
RR00014	English
RR00015	English
RR00016	English
RR00017	English
RR00018	English
RR00019	English
RR00020	English
RR00021	English
RR00022	English
RR00023	English
RR00024	English
RR00025	English
RR00026	English
RR00027	English
RR00028	English
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RR00229	English
RR00230	English
RR00231	English
RR00232	English
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RR00283	English
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RR00287	English
RR00288	English
RR00289	English
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RR00298	English
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RR00336	English
RR00337	English
RR00338	English
RR00339	English
RR00340	English
RR00341	English
RR00342	English
RR00343	English
RR00344	English
RR00345	English
RR00346	English
RR00347	English
RR00348	English
RR00349	English
RR00350	English
RR00351	English
RR00352	English
RR00353	English
RR00354	English
RR00355	English
RR00356	English
RR00357	English
RR00358	English
RR00359	English
RR00360	English
RR00361	English
RR00362	English
RR00363	English
RR00364	English
RR00365	English
RR00366	English
RR00367	English
RR00368	English
RR00369	English
RR00370	English
RR00371	English
RR00372	English
RR00373	English
RR00374	English
RR00375	English
RR00376	English
RR00377	English
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RR00379	English
RR00380	English
RR00381	English
RR00382	English
RR00383	English
RR00384	English
RR00385	English
RR00386	English
RR00387	English
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RR00391	English
RR00392	English
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RR00397	English
RR00398	English
RR00399	English
RR00400	English
RR00401	English
RR00402	English
RR00403	English
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RR00405	English
RR00406	English
RR00407	English
RR00408	English
RR00409	English
RR00410	English
RR00411	English
RR00412	English
RR00413	English
RR00414	English
RR00415	English
RR00416	English
RR00417	English
RR00418	English
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RR00420	English
RR00421	English
RR00422	English
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RR00424	English
RR00425	English
RR00426	English
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RR00429	English
RR00430	English
RR00431	English
RR00432	English
RR00433	English
RR00434	English
RR00435	English
RR00436	English
RR00437	English
RR00438	English
RR00439	English
RR00440	English
RR00441	English
RR00442	English
RR00443	English
RR00444	English
RR00445	English
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RR00451	English
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RR00453	English
RR00454	English
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RR00456	English
RR00457	English
RR00458	English
RR00459	English
RR00460	English
RR00461	English
RR00462	English
RR00463	English
RR00464	English
RR00465	English
RR00466	English
RR00467	English
RR00468	English
RR00469	English
RR00470	English
RR00471	English
RR00472	English
RR00473	English
RR00474	English
RR00475	English
RR00476	English
RR00477	English
RR00478	English
RR00479	English
RR00480	English
RR00481	English
RR00482	English
RR00483	English
RR00484	English
RR00485	English
RR00486	English
RR00487	English
RR00488	English
RR00489	English
RR00490	English
RR00491	English
RR00492	English
RR00493	English
RR00494	English
RR00495	English
RR00496	English
RR00497	English
RR00498	English
RR00499	English
RR00500	English
RR00501	English
RR00502	English
RR00503	English
RR00504	English
RR00505	English
RR00506	English
RR00507	English
RR00508	English
RR00509	English
RR00510	English
RR00511	English
RR00512	English
RR00513	English
RR00514	English
RR00515	English
RR00516	English
RR00517	English
RR00518	English
RR00519	English
RR00520	English
RR00521	English
RR00522	English
RR00523	English
RR00524	English
RR00525	English

Request Refund Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES.RUN_AR26001.GBL Go Link

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Refunds

Find an Existing Value Add a New Value

Run Control ID: refund

Add

Find an Existing Value Add a New Value

Done

Start Accounts Receivable Trail... Request Refund Item... 4:00 PM

- Click **Add**.

Request Refund Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hd0941/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES.RUN_AR26001.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Refunds Parameters

Run Control ID: refund Report Manager Process Monitor Run

Report Request Parameters

Unit: 11000 Office of Management & Budget

☒ Load Directly to AP

Save Notify Add Update/Display

Start Accounts Receivable Trail... Request Refund Item... 4:02 PM

Note: This check box is available only if PeopleSoft Payables is installed on your system. Select this check box to load the processed refunds into the accounts payable voucher tables.

- Click Run.

Request Refund Item - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdrv041/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES_RUN_AR26001.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Process Scheduler Request

User ID: nikhamnulpur Run Control ID: refund

Server Name: PSNT Run Date: 03/09/2004

Recurrence: Run Time: 4:34:41 PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT

OK Cancel

- Make sure the *AR_REFUND* check box is checked.
- Select the appropriate Server Name: PSNT

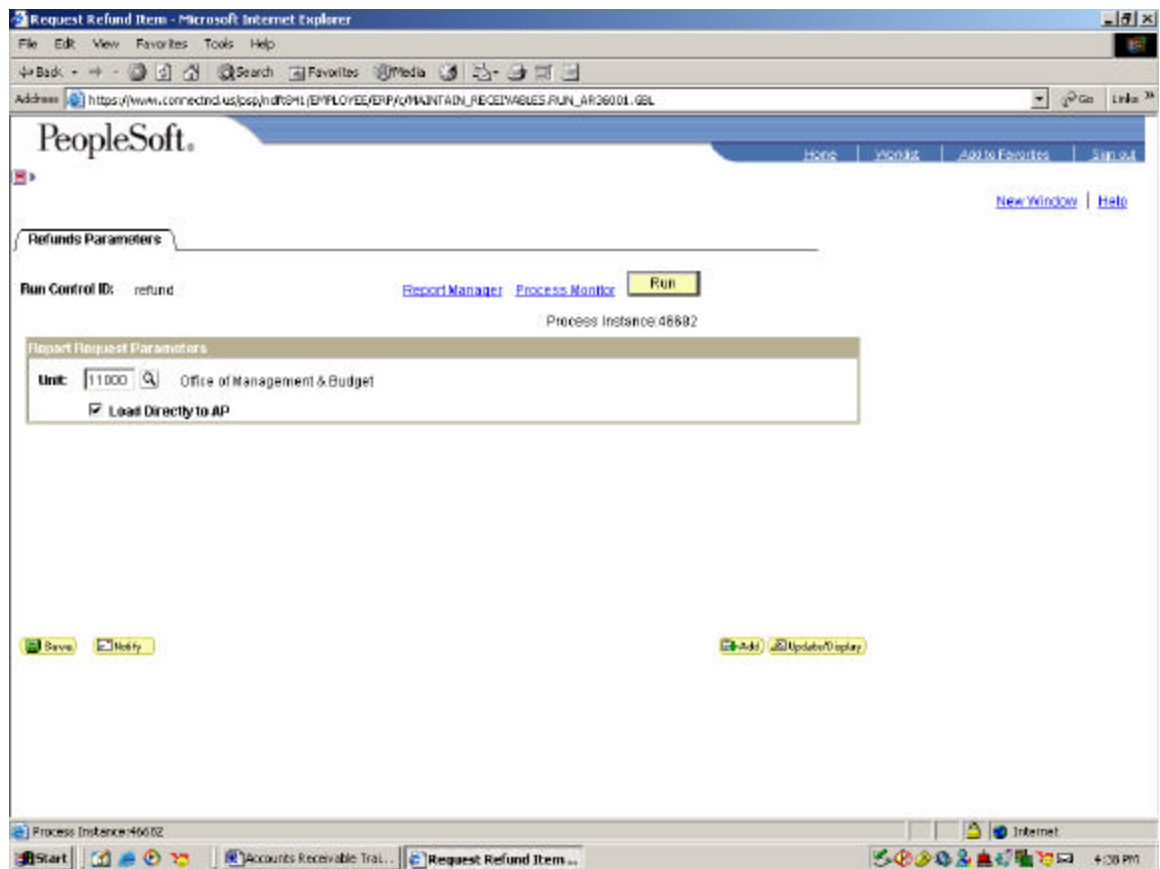
Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

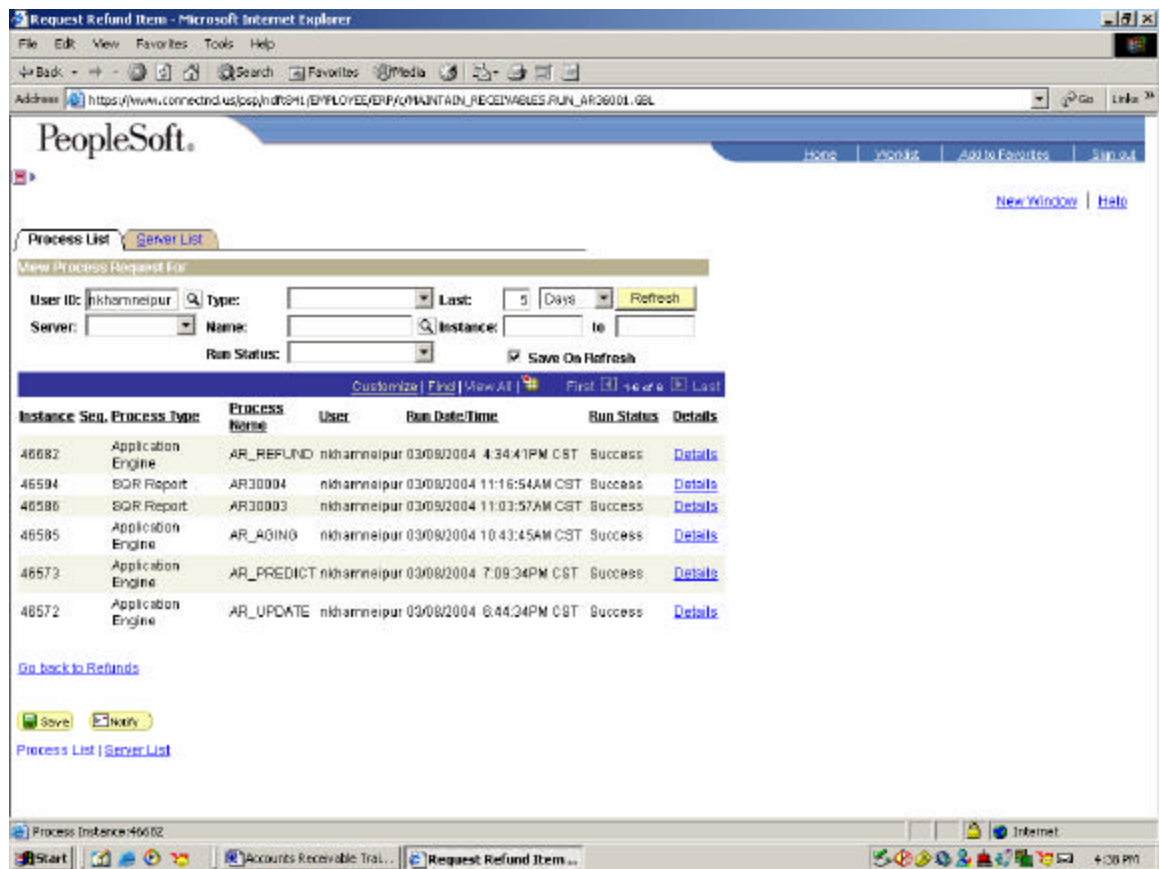
Process List: PSUNX

- Click **OK**.



- Once the process has terminated, you will be brought back to the Request Refunds page with a new process instance tied to the process.
- Click on the [Process Monitor](#) to view the status of the Process.




Note: You must run the Voucher Load and Voucher Edit processes to build vouchers in the Payables system.



- Click on the [Go Back to Refunds](#) hyperlink to return to the Request Refund page.

Refund Status

Accounts Receivable > Maintenance > Process Refunds > Refund Status

- Business Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Vendor: Vendor. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Invoice: Invoice Number. Click on the magnifying glass icon  to see and choose from a list of valid values.

Refund Status - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/ndrcpt/EMPLOYEE/HRFX/MAINTAIN_RECEIVABLES_REFUNDS_GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Refund Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: 11000

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 200 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
11000	P50000070	Octaid New Pay-P5070	11/10/2003	HARTFORD-001	000000014	HARTFORD LIFE
11000	P50000050	Octaid New Pay-P5050	11/10/2003	QMBGARNISH-001	0000000412	QMB GARNISHMENTS
11000	P50000030	Octaid New Supp Pay-P5030	11/10/2003	CHILDSUPND-001	0000000003	QMB- CHILD SUPPORT ND
11000	P50000067	Octaid New Supp Pay-P5067	11/10/2003	NVALCOLLEC-001	0000000040	NORTH VALLEY COLLECTIONS
11000	P50000088	Octaid New Supp Pay-P5088	11/10/2003	ARALCIT-001	0000000022	ARALCIT SERVICES INC
11000	P50000055	Octaid New Supp Pay-P5055	11/10/2003	COLLECTCTR-001	0000000004	COLLECTION CENTER INC
11000	P50000054	Octaid New Pay-P5054	11/02/2003	HARTFORD-001	000000014	HARTFORD LIFE


javascript:submitAction_wm(document.wm0,'#(SortCol0)';




Start Accounts Receivable Tra... Refund Status - Microsoft...

4:50 PM

Write Off

Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet

- Worksheet Business Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Worksheet ID: NEXT
- Click **Add**.

- Customer ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Business Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click .

Note: You can also navigate to Worksheet Application. Accounts Receivable > Maintenance > Maintenance Worksheet > Worksheet Application

- First select WO (write-off) in the Action field.
- Then select the item for write-off by checking the checkbox next to it.

Note: When you select an action, every item that you select has that action applied until you select a new action.

PeopleSoft.

Worksheet Application **Detail View**

Unit: 11000 Worksheet ID: 286 Currency: Accounting Date: 03/03/2004 Reason Code: [Anchor Information](#)

Worksheet Action:

Item Summary

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input type="checkbox"/>	-1,000.00	USD			11000	MB_1000010	CREDIT			01/05/2004	
2	<input checked="" type="checkbox"/>	50.00	USD			11000	MB_1000010	INTEREST JAN, 2004			01/14/2004	
3	<input type="checkbox"/>	1,202.00	USD			11000	MB_1000010	ITEM			01/13/2004	
4	<input type="checkbox"/>	30,000.00	USD			11000	MB_1000010	MB0000000190			12/31/2003	
5	<input type="checkbox"/>	-30,000.00	USD			11000	MB_1000010	MB0000000209			02/19/2004	
6	<input type="checkbox"/>	5,000.00	USD			11000	MB_1000010	MB0000000211			01/02/2004	
7	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000212			12/01/2003	
8	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000213			12/01/2003	

Returned Count: 1 to 19 of 19

Balance

Dr: 0.000 Cr: 0.000 Adj: 0.000 Net: 0.000 Wdr: 0.000 Ref: 0.000

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#)

- Click .

Note: Make sure that the user id has the appropriate refund limit setup on their Operator Preferences – Receivables Data Entry 2. Otherwise you will get an error message as described below.

Microsoft Internet Explorer

Amount exceeds write-off limit (6050,16)
The amount of this item exceeds the limit which can be written off for this operator.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/cps/n/d/6941/EMPLOYEE/HR/M/MAINTAIN_RECEIVABLES_NYS_IDENTIFY_IC/924

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Worksheet Application Detail View

Unit: 11000 Worksheet ID: 286 Currency: USD Accounting Date: 03/03/2004 Reason Code: [Anchor Information](#)

Worksheet Action

Action: WO Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Item Summary

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input type="checkbox"/>	-1,000.00	USD			11000	MB_1000010	CREDIT			01/05/2004	
2	<input checked="" type="checkbox"/>	50.00	USD	WO		11000	MB_1000010	INTEREST JAN, 2004			01/14/2004	
3	<input type="checkbox"/>	1,202.00	USD			11000	MB_1000010	ITEM			01/13/2004	
4	<input type="checkbox"/>	30,000.00	USD			11000	MB_1000010	MB0000000209			12/31/2003	
5	<input type="checkbox"/>	-30,000.00	USD			11000	MB_1000010	MB0000000209			02/19/2004	
6	<input type="checkbox"/>	5,000.00	USD			11000	MB_1000010	MB0000000211			01/02/2004	
7	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000212			12/01/2003	
8	<input type="checkbox"/>	20,000.00	USD			11000	MB_1000010	MB0000000213			12/01/2003	


Returned Count: 1 to 19 of 19

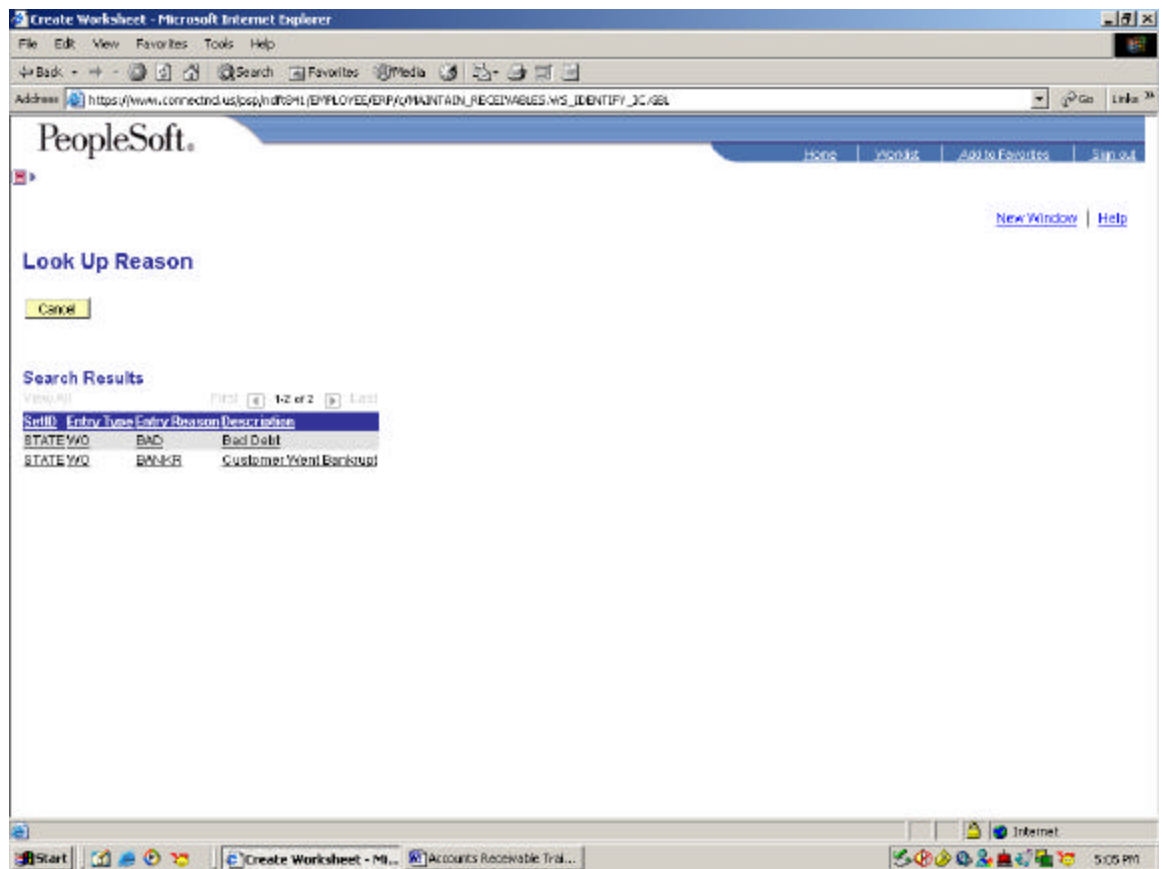
Balance

Dr: 0.00	Cr: 0.00	Adj: 0.00	Net: 0.00	WO: 50.00	Ref: 0.00
----------	----------	-----------	-----------	-----------	-----------

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#)

Done Start Create Worksheet - M... Accounts Receivable Tra... 5:05 PM

- You may optionally select a reason code.
- Click on the magnifying glass icon  to see and choose from a list of valid reason codes.



- Select the appropriate Reason Code.

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copy/ndvsh1/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.jsp

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Worksheet Application **Detail View**

Unit: 11000 Worksheet ID: 286 Currency: USD Accounting Date: 03/03/2004 Reason Code: [Anchor Information](#)

Worksheet Action

Action: WO Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Item Summary

Sequence	Seq	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1		-1,000.00	USD			11000	MB_1000010	CREDIT			01/05/2004	
2		50.00	USD	WO	BAD	11000	MB_1000010	INTEREST JAN, 2004			01/14/2004	
3		1,202.00	USD			11000	MB_1000010	ITEM			01/13/2004	
4		30,000.00	USD			11000	MB_1000010	MB0000000190			12/31/2003	
5		-30,000.00	USD			11000	MB_1000010	MB0000000209			02/19/2004	
6		5,000.00	USD			11000	MB_1000010	MB0000000211			01/02/2004	
7		20,000.00	USD			11000	MB_1000010	MB0000000212			12/01/2003	
8		20,000.00	USD			11000	MB_1000010	MB0000000213			12/01/2003	

Returned Count: 1 to 19 of 19

Balance

Dr:	Cr:	Adj:	Net:	WO:	Ref:
0.00	0.00	0.00	0.00	50.00	0.00

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#)

Start | Create Worksheet - M... | Accounts Receivable Trail... | 5:06 PM

- Click .
- Click on the [Worksheet Action](#) hyperlink.
- Select .

Create Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES.NYS_IDENTIFY_IC.jsp

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Saved

Worksheet Action

Unit: 11000 Worksheet ID: 286 Accounting Date: 03/08/2004

Status: Post Now

Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Do Not Post	Create/Review Entries
Delete Maintenance Group	Post Now	
	Post Later	

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Verify

Done

Start Create Worksheet - M... Accounts Receivable Tra... 5:11 PM




Note: You must have a zero balance on the worksheet before it can be posted. You must run Receivable Update to post the write off and update the customer balance.

UnPosting

Payment UnPosting

Accounts Receivable > Update Receivables > UnPost Results > Payment Group

Note: You can only unpost groups if the Receivable Update process has successfully processed them. Unposting creates a new group that is the exact opposite of the original group. Unposting a group, in this context, means reversing an action that posted items in PeopleSoft Receivables.

- Deposit Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter the appropriate Deposit ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter the appropriate Payment ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click Search.

Payment Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndrcsnt/EMPLOYEE/HRPP/CA/PPLY_PAYMENTS/UNPOST_GROUP.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Payment Unpost

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Deposit Unit: 11000

Deposit ID: begins with

Payment ID: begins with

Search Clear Basic Search Show Search Criteria

Search (Alt+F)

Search Results

First 4 1-22 of 22 1-22

Deposit Unit	Deposit ID	Payment ID	Group Unit	Group ID	Online ID	Entered Date	Posted Date
11000	45	1400	11000	159	PS_AR	12/10/2003	12/16/2003
11000	50	6252524	11000	177	PS_AR	12/17/2003	12/17/2003
11000	50	800800	11000	176	PS_AR	12/17/2003	12/17/2003
11000	50	CHECK	11000	174	PS_AR	12/17/2003	12/17/2003
11000	50	MICAH	11000	175	PS_AR	12/17/2003	12/17/2003
11000	51	0002	11000	188	PS_AR	12/18/2003	12/21/2003
11000	52	CHE#800000	11000	202	PS_AR	12/23/2003	12/23/2003
11000	53	121	11000	204	PS_AR	12/29/2003	01/02/2004
11000	54	PAYMENT	11000	218	PS_AR	01/05/2004	01/05/2004
11000	55	CHECK 2	11000	223	PS_AR	01/06/2004	01/06/2004
11000	55	CHECK#	11000	221	PS_AR	01/06/2004	01/06/2004
11000	56	CHECK#	11000	225	PS_AR	01/07/2004	01/07/2004
11000	57	CR#1	11000	235	PS_AR	01/11/2004	01/11/2004
11000	57	CR# 2	11000	236	PS_AR	01/11/2004	01/11/2004

javascript:submitAction_svr(document,win0,'#f0Search');

Start | Payment Group - Micr... | Accounts Receivable Trai...

5:30 PM

- Select the appropriate Payment to Unpost.

Payment Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/nd/PSM/EMPLOYEE/HRF/CA/APPLY_PAYMENTS.UNPOST_GROUP.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Payment Control [Options](#) [UnPost Action](#)

Deposit Unit: 11000 Deposit ID: 50 Payment ID: 890890

Acctg Date: 12/17/2003

Group Type: P Payment Control Currency:

Origin ID: PS_AR PEST AR Fiscal Currency: USD

Totals			Control Data	
Control:	-100.00	Count: 1	Received:	12/17/2003
Entered:	-100.00	Count: 1	Entered:	12/17/2003
Difference:	0.00	Count: 0	Posted Date:	12/17/2003
Posted:	-100.00	Count: 1	Assign:	jlarsius
			User:	jlarsius

Group Status

Edit Status: Edited Accounting Entries: Balanced

Balanced: Yes Posting Action: No Action

Posting Status: Complete

[Save](#) [Return to Search](#) [New Print List](#) [Previous List](#) [Ready](#)

[Payment Control](#) | [Options](#) | [UnPost Action](#)

Done

Start | Payment Group - Micr... | Accounts Receivable Trail... | 5:03 PM

- Click on the [UnPost Action](#) hyperlink or tab.

Payment Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address: https://www.connectnd.us/csp/ndpsmt/EMPLOYEE/HRF/CA/APPLY_PAYMENTS.UNPOST_GROUP.GBL Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Payment Control Options Unpost Action

Unit: 11000 Group ID: NEXT Description: Unpost Accounting Date: 03/09/2004

Posting Status

☐ No Action
☐ Post Now
☐ Post Later

Unpost Action Posting Actions Accounting Entry Actions

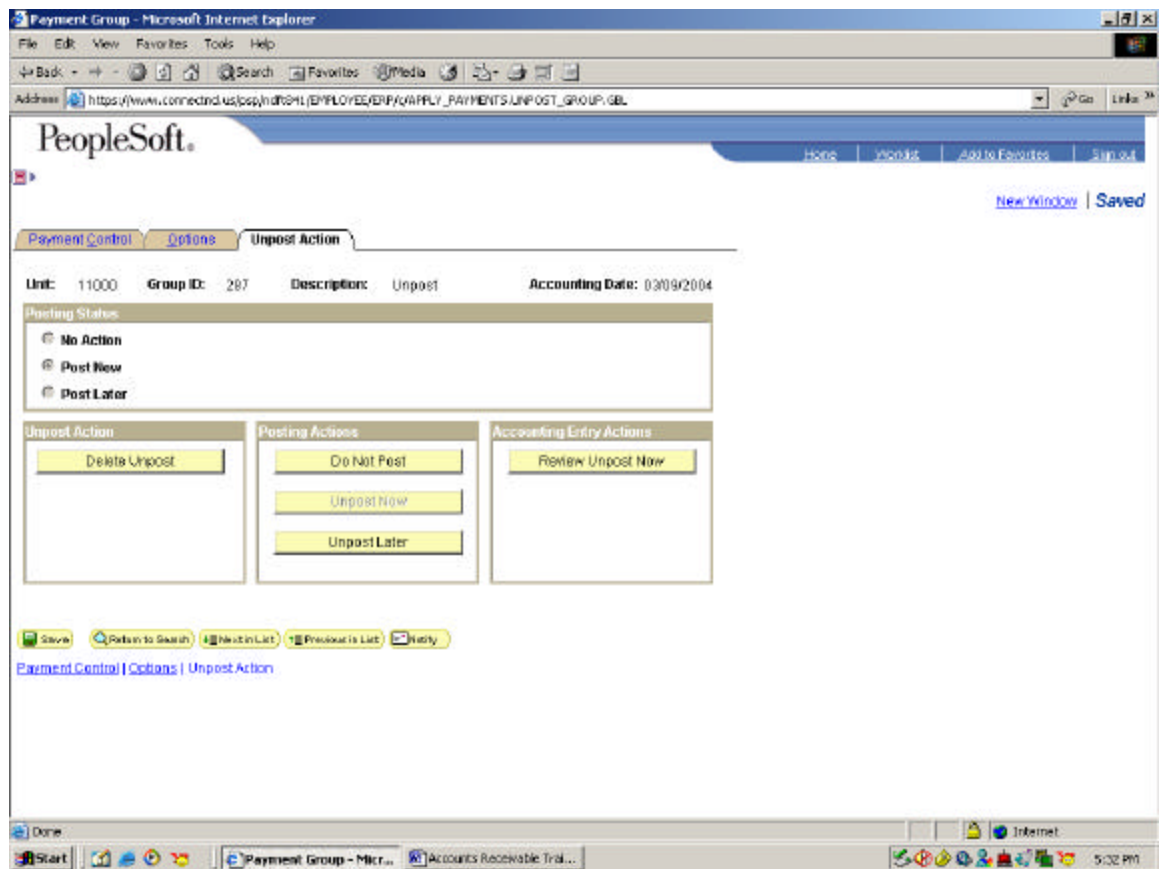
Delete Unpost Do Not Post Review Unpost Now
Unpost Now
Unpost Later

Save Return to Search Next in List Previous in List Reply

Payment Control | Options | Unpost Action

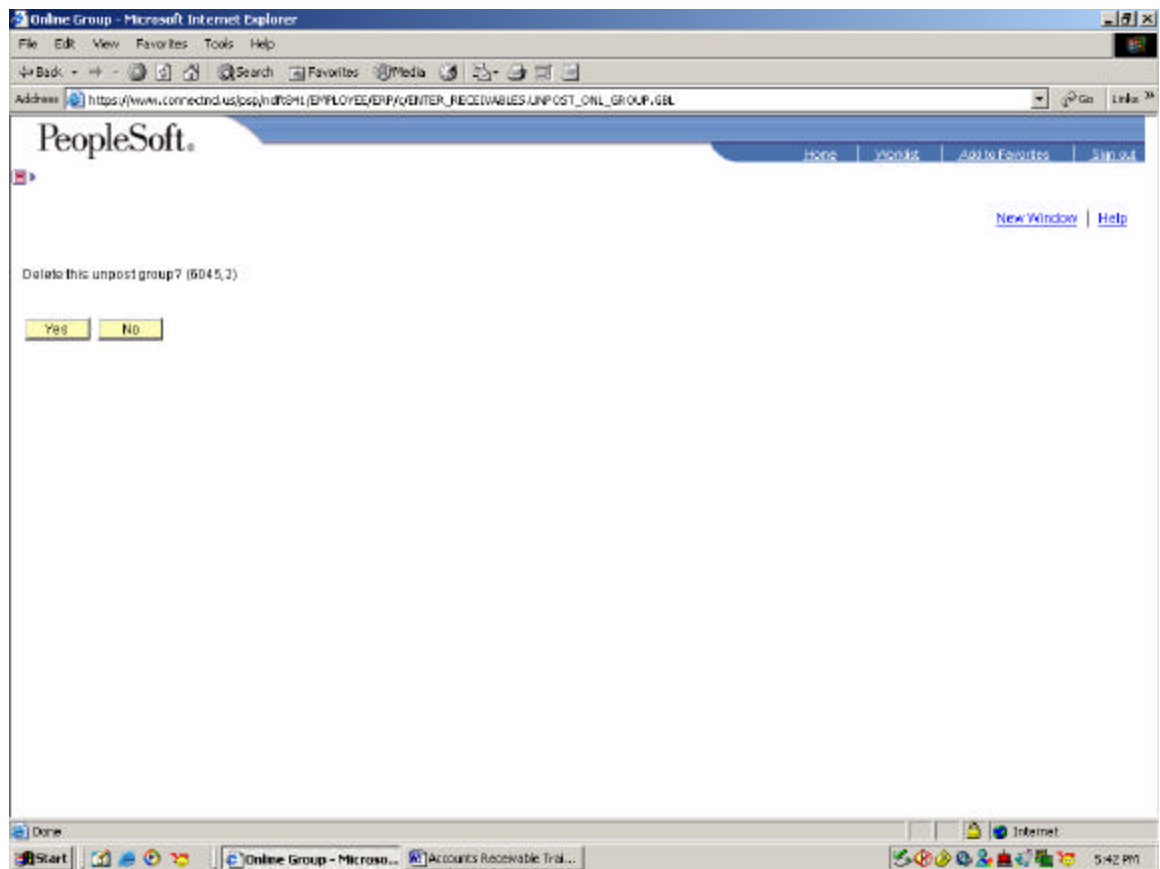
Done Start Payment Group - Micr... Accounts Receivable Trail... 5:01 PM

- Click **Unpost Now** for ARUPDATE to pick up and post the transactions.
- Click **Save**.



Note: Make sure that the period is open so that ARUPDATE can pick up and post the transaction.




- Click **Review Unpost Now** to displays an inquiry page where you can review the details of the UnPost group.
- Click **Delete Unpost** to delete the UnPost group you created. You will be prompted to verify deleting the unpost group.




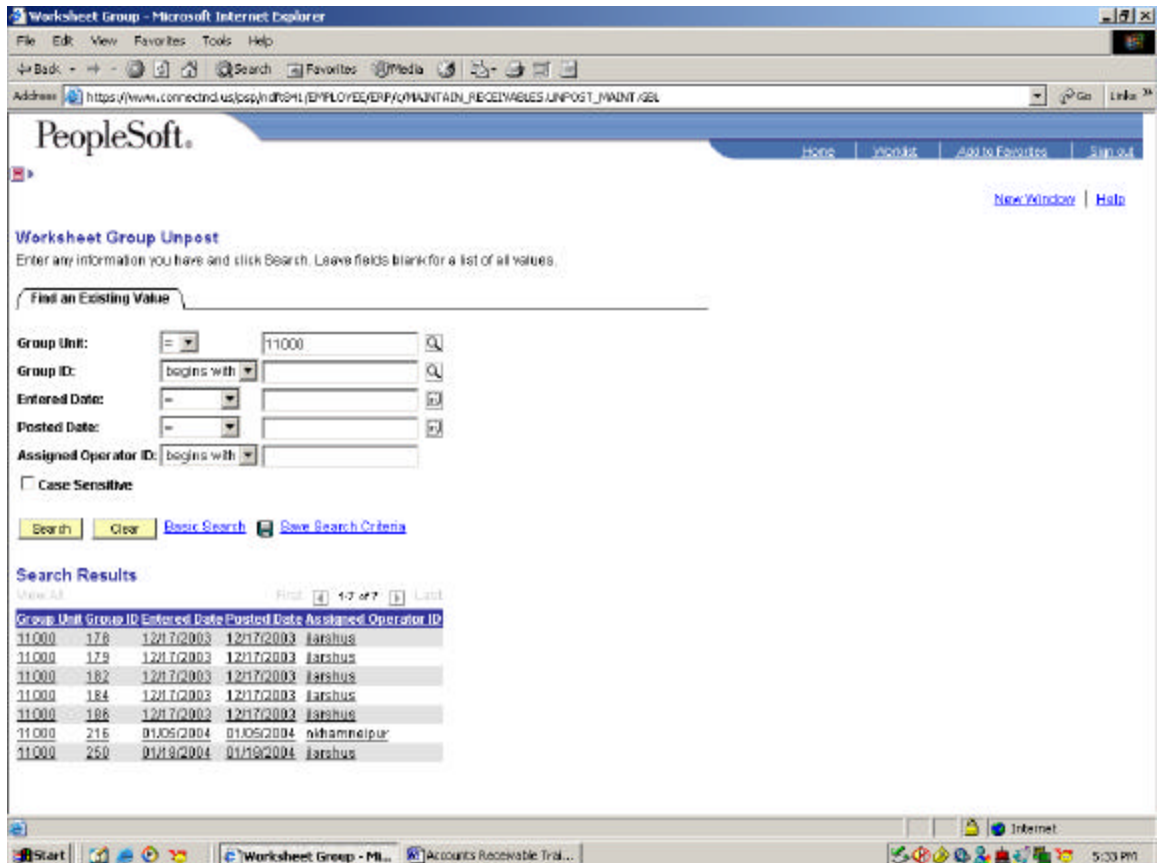
Worksheet UnPosting

Accounts Receivable > Update Receivables > UnPost Results > Worksheet Group

Note: You can only unpost groups if the Receivable Update process has successfully processed them. Unposting creates a new group that is the exact opposite of the original group. Unposting a group, in this context, means reversing an action that posted items in PeopleSoft Receivables.


- Group Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter the appropriate Group ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter the appropriate Entered / Posted Date. Click  to view a calendar.


- Enter the appropriate assigned operator ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click **Search**.





Worksheet Group Unpost
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Group Unit: 

Group ID: 

Entered Date: 

Posted Date: 

Assigned Operator ID: 

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Show Search Criteria](#)

Search Results
Show All First 4 1-7 of 7 Last

Group Unit	Group ID	Entered Date	Posted Date	Assigned Operator ID
11000	178	12/17/2003	12/17/2003	larshus
11000	179	12/17/2003	12/17/2003	larshus
11000	182	12/17/2003	12/17/2003	larshus
11000	184	12/17/2003	12/17/2003	larshus
11000	186	12/17/2003	12/17/2003	larshus
11000	216	01/05/2004	01/05/2004	nkhannelpur
11000	250	01/19/2004	01/19/2004	larshus

- Select the appropriate Worksheet Group.

Worksheet Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndvsm1/EMPLOYEE/HRF/MAINTAIN_RECEIVABLES_UNPOST_MAINT.ABL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Group Control **Options** Unpost Action

Group Unit: 11000 Group ID: 184

Acctg Date: 12/17/2003

Group Type: M Maintenanc Control Currency:

Origin ID: PB_AR PBFT AR Format Currency: USD

Totals				Control Date	
Control:	50.00	Count:	1	Received:	12/17/2003
Entered:	50.00	Count:	1	Entered:	12/17/2003
Difference:	0.00	Count:	0	Posted Date:	12/17/2003
Posted:	50.00	Count:	1	Assign:	jlarsius
				User:	jlarsius

Group Status

Edit Status: Edited Accounting Entries: Balanced

Balanced: Yes Posting Action: No Action

Posting Status: Complete

[Save](#) [Return to Search](#) [Return to List](#) [Previous is List](#) [Ready](#)

[Group Control](#) | [Options](#) | [Unpost Action](#) [Next in list \(28+3\)](#)

javascript:submitAction_wmO(document.wmO, 'ifNextInList');

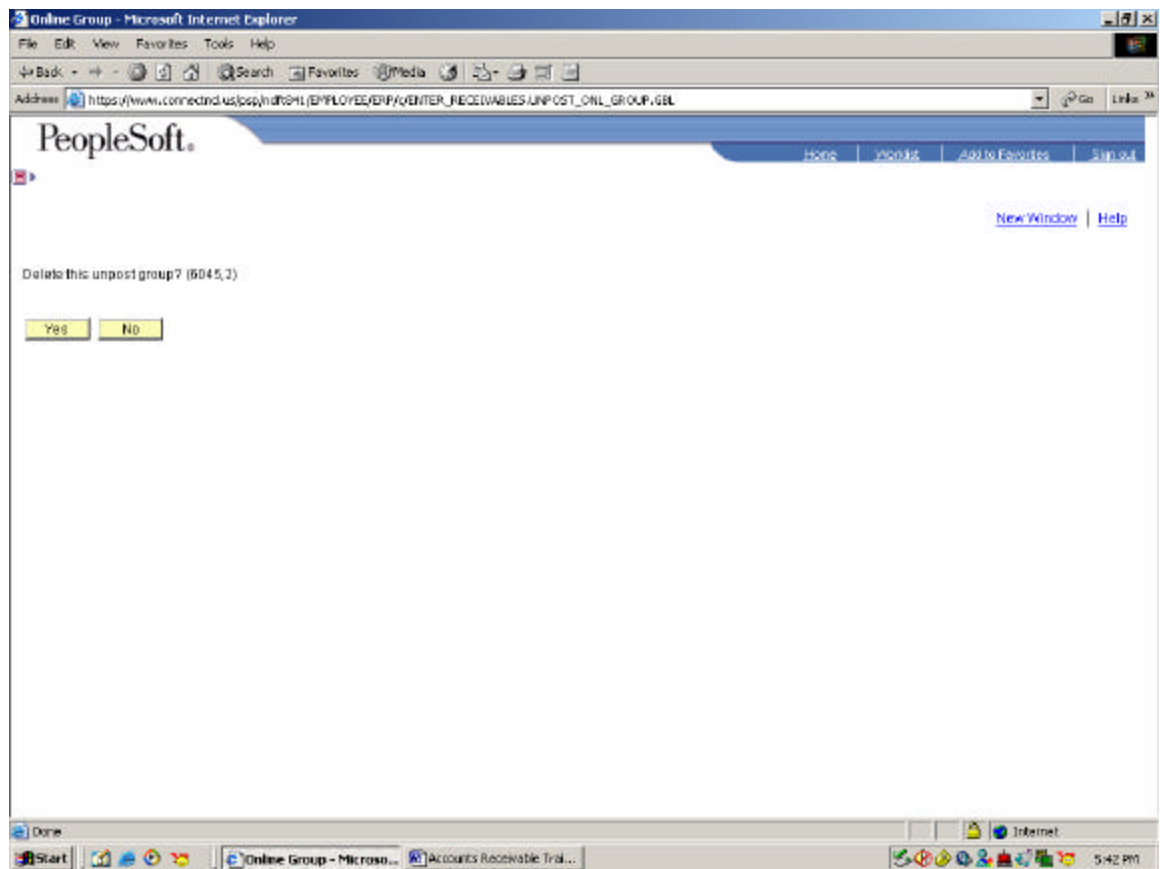
Start | Worksheet Group - MI... | Accounts Receivable Trail... | 5:06 PM

- Click on the [UnPost Action](#) hyperlink or tab.

- Click **Unpost Now** for ARUPDATE to pick up and post the transactions.
- Click **Save**.

Note: Make sure that the period is open so that ARUPDATE can pick up and post the transaction.



- Click **Review Unpost Now** to displays an inquiry page where you can review the details of the UnPost group.
- Click **Delete Unpost** to delete the UnPost group you created. You will be prompted to verify deleting the unpost group.






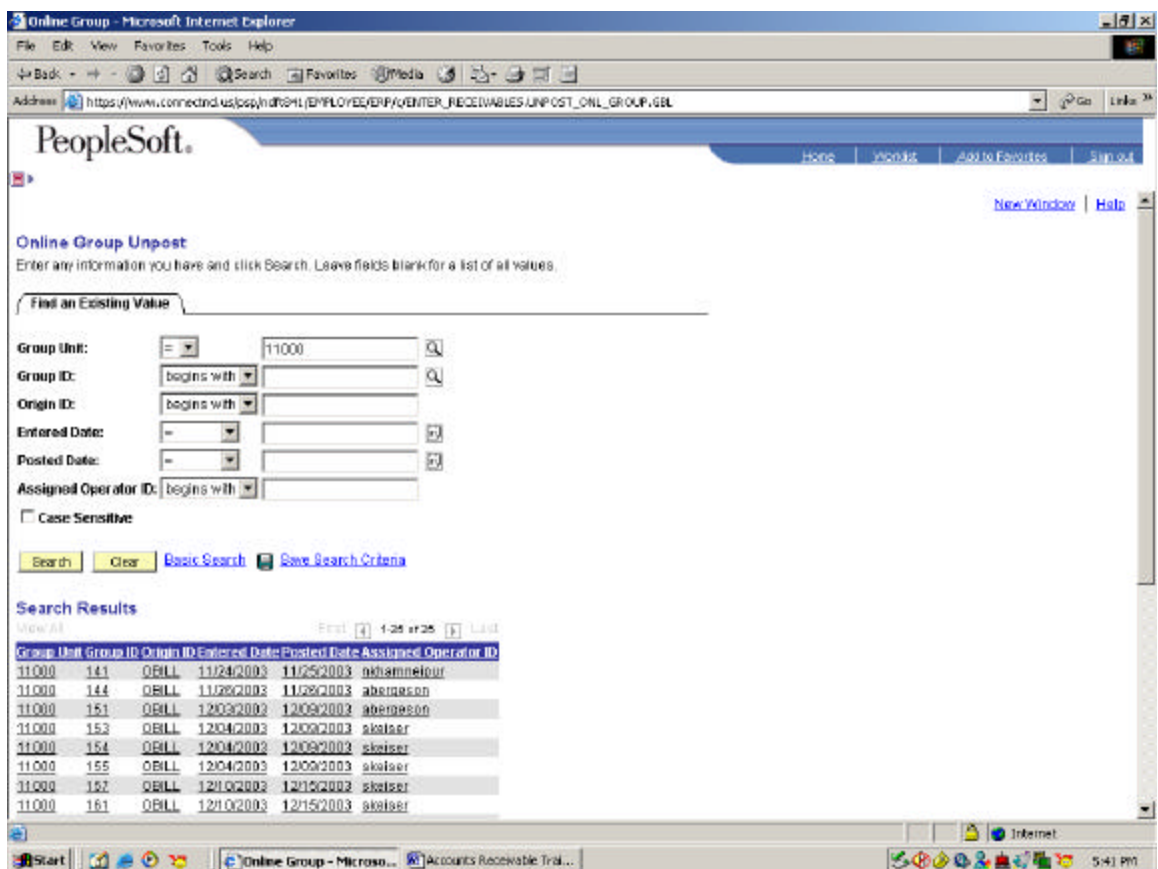
Online / External Group UnPosting

Accounts Receivable > Update Receivables > UnPost Results > Online Group / External Group

Note: You can only unpost groups if the Receivable Update process has successfully processed them. Unposting creates a new group that is the exact opposite of the original group. Unposting a group, in this context, means reversing an action that posted items in PeopleSoft Receivables.

- Group Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter the appropriate Group ID. Click on the magnifying glass icon  to see and choose from a list of valid values.

- Enter the appropriate Origin ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter the appropriate Entered / Posted Date. Click  to view a calendar.
- Enter the appropriate assigned operator ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click **Search**.





PeopleSoft.


Online Group Unpost


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


Group Unit: 

Group ID: 

Origin ID: 

Entered Date: 

Posted Date: 

Assigned Operator ID: 

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-25 of 25 Last

Group Unit	Group ID	Origin ID	Entered Date	Posted Date	Assigned Operator ID
11000	141	OBILL	11/24/2003	11/25/2003	akhametov
11000	144	OBILL	11/28/2003	11/28/2003	akhametov
11000	151	OBILL	12/03/2003	12/03/2003	akhametov
11000	153	OBILL	12/04/2003	12/04/2003	akhametov
11000	154	OBILL	12/04/2003	12/04/2003	akhametov
11000	155	OBILL	12/04/2003	12/04/2003	akhametov
11000	157	OBILL	12/04/2003	12/04/2003	akhametov
11000	161	OBILL	12/10/2003	12/15/2003	akhametov

- Select the appropriate Pending Item (Online / External) Group.

Online Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndtsp41/EMPLOYEE/HRP/ENTER_RECEIVABLES/UNPOST_ONL_GROUP.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Group Control **Options** UnPost Action

Group Unit: 11000 Group ID: 157

Acctg Date: 12/10/2003

Group Type: B Billing Control Currency: USD

Origin ID: CBILL Online Bill Format Currency: USD

Totals			
Control:	25.00	Count:	1
Entered:	25.00	Count:	1
Difference:	0.00	Count:	0
Posted:	25.00	Count:	1

Control Data	
Received:	12/10/2003
Entered:	12/10/2003
Posted Date:	12/15/2003
Assign:	skeliser
User:	skeliser

Group Status

Edit Status:	Edited	Accounting Entries:	Balanced
Balanced:	Yes	Posting Action:	No Action
Posting Status:	Complete		

Save Return to Search New in List Previous in List Verify

Group Control | [Options](#) | [UnPost Action](#)

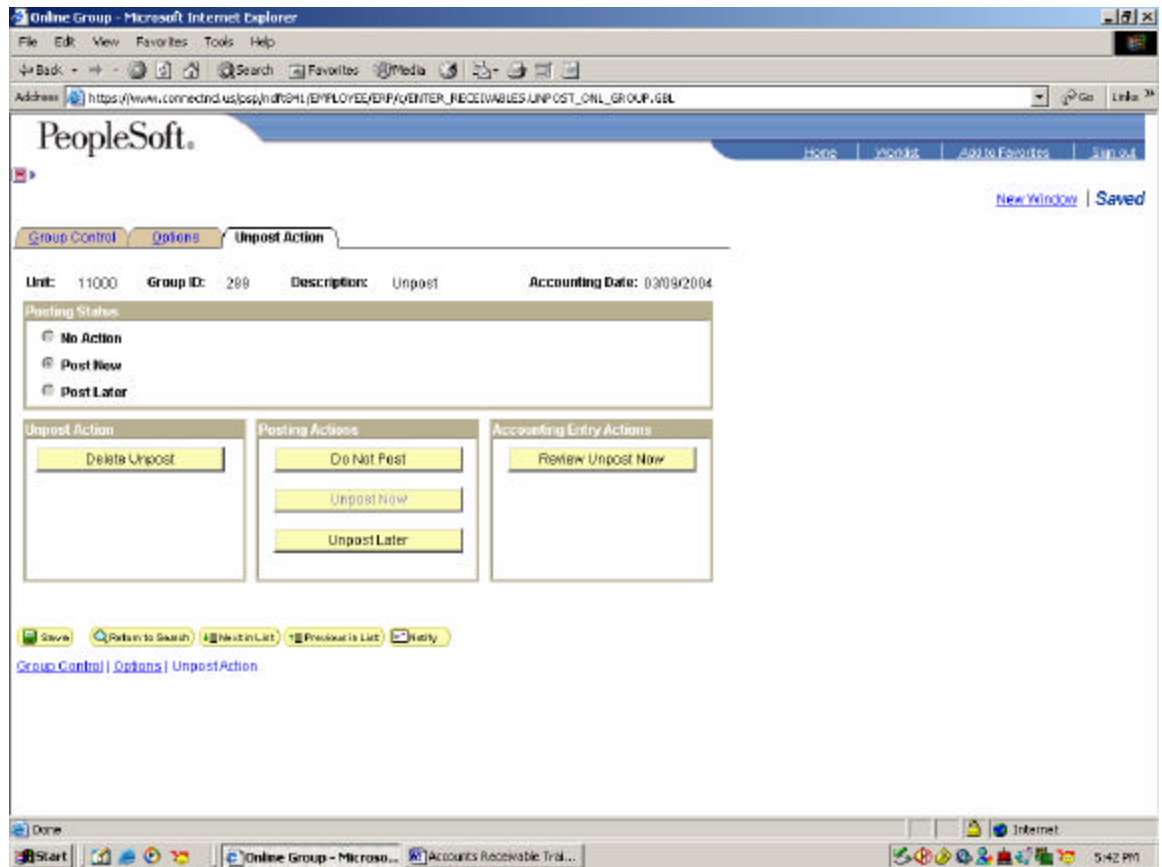
Done

Start Online Group - Microso... Accounts Receivable Trai...

Internet 5:42 PM

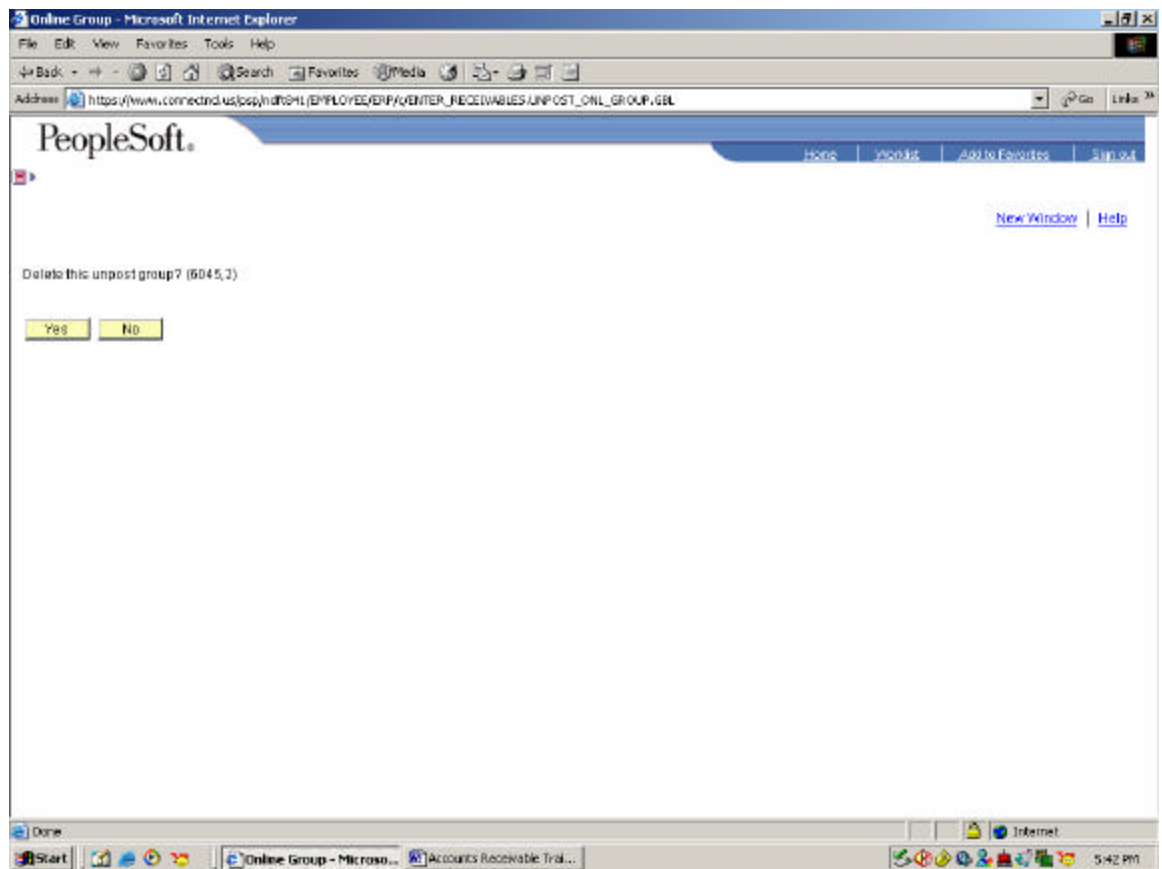
- Click on the [UnPost Action](#) hyperlink or tab.

- Click **Unpost Now** for ARUPDATE to pick up and post the transactions.
- Click **Save**.



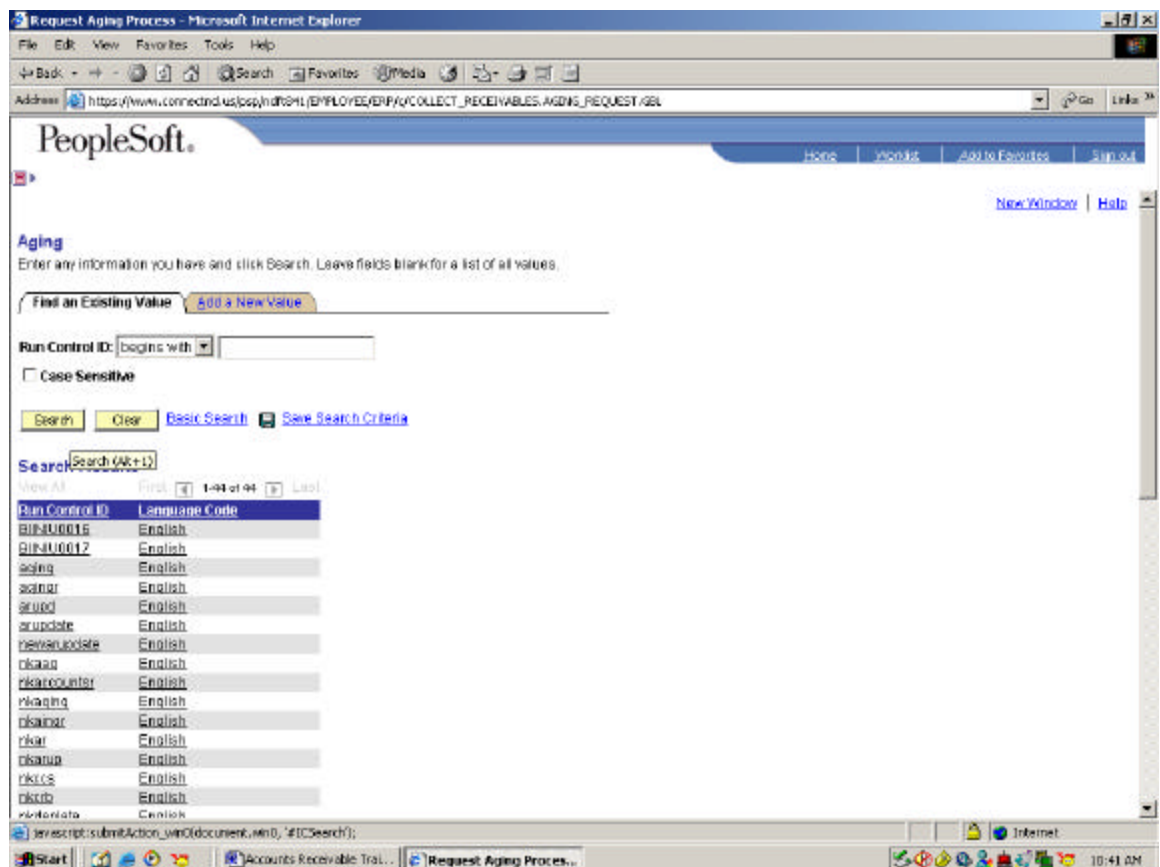
Note: Make sure that the period is open so that ARUPDATE can pick up and post the transaction.

- Click **Review Unpost Now** to displays an inquiry page where you can review the details of the UnPost group.
- Click **Delete Unpost** to delete the UnPost group you created. You will be prompted to verify deleting the unpost group.

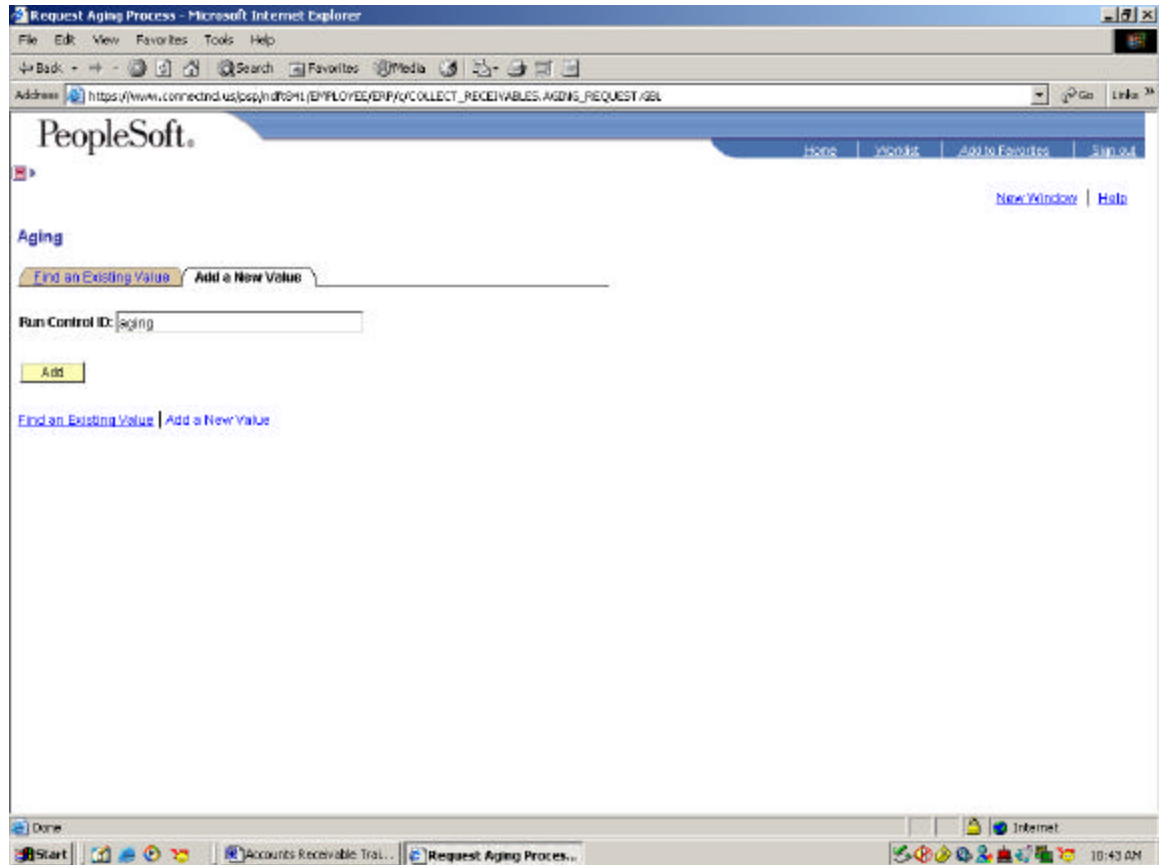


Aging Process

- Put in your existing Run Control ID.
- If you do not remember your Run Control ID, click **Search**.



- If you have not already setup a Run Control ID, click on the [Add a New Value](#) hyperlink.



- Click **Add**.

Request Aging Process - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/nd/PS1/EMPLOYEE/HRPP/AVC/collect_RECEIVABLES_AGING_REQUEST.ABL

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Aging Request

Run Control ID: aging [Report Manager](#) [Process Monitor](#) [Run](#)

Aging Request Parameters					
Unit	Process Frequency	Process Sub Customer	Last Run On	Process Instance	
1 11000	Always		12/10/03 2:22:18PM	37331	+ -
2 12500	Always		12/10/03 2:22:18PM	37331	+ -
3 41300	Always		12/10/03 2:22:18PM	37331	+ -

Save Return to Search Back to List Previous Page Next Page Add Cancel Request

- Unit: 11000 Click on the magnifying glass icon to see and choose from a list of valid values.

Note: You can add lines to the scroll if you want to age multiple business units. Each business unit can have different frequencies and options.

- Process Frequency: Always.

Always: Aging runs for the business unit every time this run control is requested.

Once: Aging runs for the business unit only one time. After aging runs, the frequency is reset to Don't.

Don't: Aging doesn't process the business unit when this run control is requested.

- Click Save.
- Click [Run](#).

Request Aging Process - Microsoft Internet Explorer

Address: https://www.connectnd.us/copy/nd/PSNT/EMPLOYEE/HRPP/AVC/collect_RECEIVABLES_AGING_REQUEST.ABL

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Process Scheduler Request

User ID: nikhamnampur Run Control ID: aging

Server Name: PSNT Run Date: 03/09/2004

Recurrence: Run Time: 10:43:45AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	PSAR Aging	AR_A01NO	Application Engine	Web	TCT

OK Cancel

- Select the PS / AR Aging checkbox.
- Specify the appropriate Server Name: PSNT

Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

Process List: PSUNX

- Click **OK**
- Once the process has terminated, you will be brought back to the Request Aging page with a new process instance tied to the process.

Request Aging Process - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/nd/PS1/EMPLOYEE/HRPA/VC/COLLECT_RECEIVABLES.AGING_REQUEST.ABL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Aging Request

Run Control ID: aging Report Manager Process Monitor Run

Process Instance: 46585

Aging Request Parameters				
Unit	Process Frequency	Process Sub Customer	Last Run On	Process Instance
1 11000	Always		12/1/03 2:22:18PM	37331
2 12500	Always		12/1/03 2:22:18PM	37331
3 41300	Always		12/1/03 2:22:18PM	37331

Save Return to Search Back to List Previous Page Next Page Add Custom Fields

Process Instance: 46585

Start Accounts Receivable Trail... Request Aging Proces... 10:45 AM

- Click on the [Process Monitor](#) hyperlink to view the status of the process.

Request Aging Process - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/ndvpsmt/EMPLOYEE/HR/PAC/COLLECT_RECEIVABLES.AGING_REQUEST.AGI

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Process List | [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: ☒ Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
46585	Application Engine	AR_AGING	nkhamneipur	03/09/2004 10:43:45AM CST	Success	Details
46573	Application Engine	AR_PREDICT	nkhamneipur	03/08/2004 7:09:34PM CST	Success	Details
46572	Application Engine	AR_UPDATE	nkhamneipur	03/08/2004 6:44:34PM CST	Success	Details
46331	PSJob	BL0003	nkhamneipur	03/04/2004 1:41:00PM CST	Success	Details
46319	PSJob	BL0003	nkhamneipur	03/04/2004 1:34:15PM CST	Success	Details
46307	PSJob	BL0002	nkhamneipur	03/04/2004 1:29:42PM CST	Success	Details
46291	PSJob	BL0003	nkhamneipur	03/04/2004 1:13:34PM CST	Success	Details

[Go back to Aging](#)

[Process List](#) | [Server List](#)

Process Instance: 46585

Start | Accounts Receivable Tral... | Request Aging Proces... | 10:46 AM

- Click [Go Back to Aging](#) hyperlink to return to the Aging Request Process Page.

Request Aging Process - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/ndpsmt/EMPLOYEE/ERP/FACCOLLECT_RECEIVABLES.AGDS_REQUEST.A6L

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Aging Request

Run Control ID: aging [Report Manager](#) [Process Monitor](#) [Run](#)

Aging Request Parameters				
Unit	Process Frequency	Process Sub Customer	Last Run On	Process Instance
1 11000	Always		03/09/04 10:45:32AM	46585 + -
2 12500	Always		03/09/04 10:45:32AM	46585 + -
3 41300	Always		03/09/04 10:45:32AM	46585 + -

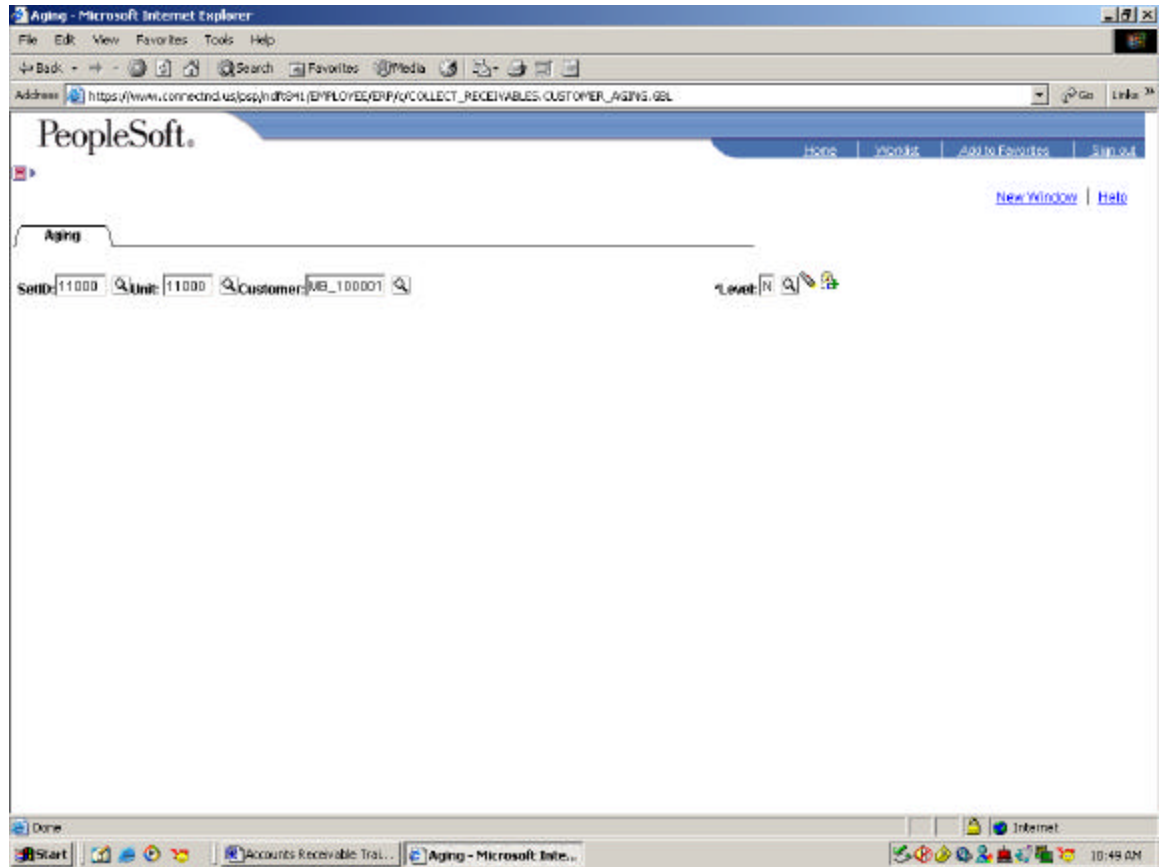
Save Return to Search Add to List Previous All Run Notify





JavaScript: submitAction_wmO(document,wmO,PRCPRQ2STDLG_WRK_LOADRPTLIST);

Start Accounts Receivable Trial... Request Aging Proces... 10:46 AM

Online Customer Aging

Accounts Receivable > Collections > Customer Information > Aging



- SetID: Accounts Receivable /Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Unit: Accounts Receivable /Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter the Customer ID you want to see aging information on. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click on search icon .

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Aging

SetID: 11000 Unit: 11000 Customer: MB_100001 Level: N

Aging Information

Aged Date: 03/09/2004 Aging State:

Customer Balances

Balance: 148,409.00 Currency: USD High Balance: 150,409.000 Balance Date: 01/23/2004
 Past Due: 148,409.00 Currency: USD High Past Due: 179,409.000 Past Due Date: 03/09/2004

Aging Category	Aging ID	Amount	Currency	Aging Count
01 Current	STD	-30,000.00	USD	1
02 31-60	STD	21,907.00	USD	6
03 61-90	STD	97,602.00	USD	9
04 91-120	STD	60,000.00	USD	3

- The Aging Information group box displays the Aged Date and the Aging Status.
 - Aged Date, which is the system date from the beginning of the Aging run. So if the Aging process (AR_AGING) starts at 11:58 PM on 9/12/04 and ends at 12:01 AM on 9/13/04, 9/12 is the aged date.
 - The Aging State field displays New Balance if the customer's balance has changed since it was last aged. This is an indication that you may want to rerun Aging.
- Click Update Aging to age this customer's items during the next run of the Aging process.
- Customer Balances:
 - Click the [Balance](#) link to access the Customer Item Inquiry page. Note that a new window will open up and display the Customer Item Inquiry page.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hd/pst1.../EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QRY&Action=UB&BUSINESS_UNIT=11000

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Balances **Profile** **Items**

SetID: Unit: Customer: *Levnt:

11000 11000 MB_1000010 N

*Item Status: *Ref Type: Ref Value: *Sort Alt:

Open Item

☐ Save Dynamic Columns

*Date Type: *Operand: Date Value: *Amount Type: *Operand: Amount Value: Currency:


Due Date < Entry >

[Pay Balance Now](#)

[Balances](#) | [Profile](#) | [Items](#)

Done

Start Accounts Receivable Trail... Aging - Microsoft Internet... Account Overview - MI... 10:53 AM

- Click on search icon .

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copyhtml/ERP/collect_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QUERY&Action=UBUSINESS_UNIT=11000

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Home | Worklist | Add to Favorites | Sign out

New Window | Help

Balances Profile Items

SetID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: Open Ref Type: Item Ref Value: Sort All: Item Save Dynamic Columns

Date Type: Due Date *Operand: + Date Values: *Amount Type: Entry *Operand: + Amount Values: Currency: Pay Balance Now

Items	Set	Acct	Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1			CREDIT		IMMED			01/05/2004 01/05/2004		-1,000.00 USD	
2			INTEREST JAN. 2004		IMMED			01/14/2004 01/14/2004		50.00 USD	
3			ITEM		IMMED			01/13/2004 01/13/2004		1,202.00 USD	
4			MB0000000199		NET30			12/31/2003 12/01/2003		30,000.00 USD	
5			MB0000000209		NET30			02/19/2004 01/20/2004		-30,000.00 USD	
6			MB0000000211		IMMED			01/02/2004 01/02/2004		5,000.00 USD	
7			MB0000000212		IMMED			12/01/2003 12/01/2003		20,000.00 USD	
8			MB0000000213		IMMED			12/01/2003 12/01/2003		20,000.00 USD	
9			MB0000000214		IMMED			12/01/2003 12/01/2003		20,000.00 USD	
10			3		IMMED			01/02/2004 01/02/2004		10,000.00 USD	
11			MB0000000219		NET30			01/31/2004 01/01/2004		20,000.00 USD	
12			MB0000000220		IMMED			01/06/2004 01/05/2004		20,000.00 USD	

javascript:submitAction_wm1(document.wm1.ITEM_OPEN_QUERY);

Start | Accounts Receivable Trail... | Aging - Microsoft Internet... | Account Overview - ML... | 10:54 AM

- Click the [Past Due](#) link to access the Customer Item Inquiry page. Note that a new window will open up and display the Customer Item Inquiry page.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address: https://www.connectnd.us/csp/hd/pst_2/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QRY&Action=UBUSINESS_UNIT=11000

PeopleSoft.




Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Balances **Profile** **Items**

SetID: Unit: Customer: Level:  

11000 11000 MB_1000010 N

Item Status: Ref Type: Ref Value: Sort Alt:    ☐ Save Dynamic Columns

Past Due Item Item


Date Type: *Operand: Date Value: Amount Type: *Operand: Amount Value: Currency: [Pay Balance Now](#)

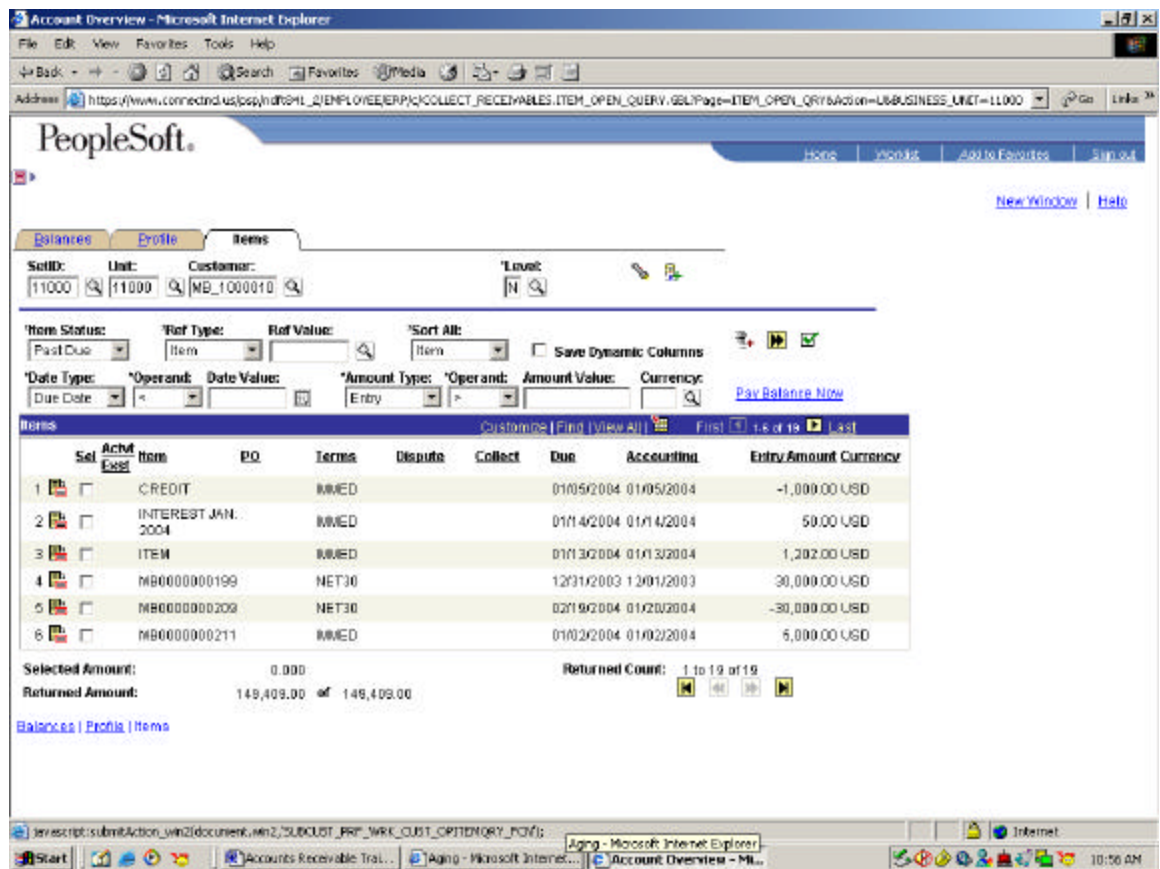
Due Date < > Entry > >

[Balances](#) | [Profile](#) | [Items](#)

Done

Start Accounts Receivable Trail... Aging - Microsoft Internet... Account Overview - MI... 10:55 AM

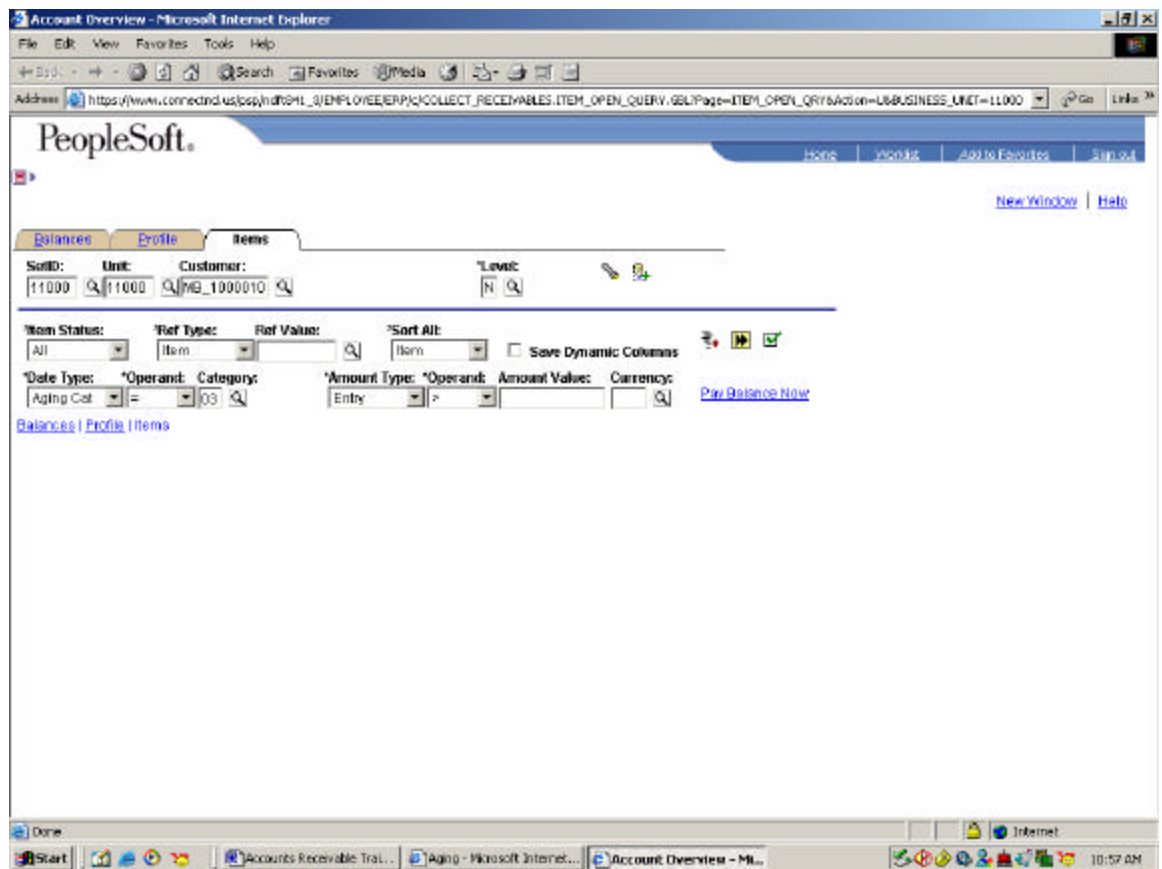
- Click on search icon .




The screenshot shows the PeopleSoft Account Overview page in a Microsoft Internet Explorer browser. The page displays a list of items with columns for Item, Amount, and Currency. The items are sorted by Due Date in descending order. The first item is a CREDIT for -1,000.00 USD. The second item is INTEREST JAN. 2004 for 50.00 USD. The third item is an ITEM for 1,202.00 USD. The fourth item is MB0000000199 for 30,000.00 USD. The fifth item is MB0000000209 for -30,000.00 USD. The sixth item is MB0000000211 for 5,000.00 USD. The page also includes a 'Selected Amount' of 0.000 and a 'Returned Amount' of 149,409.00. The 'Returned Count' is 1 to 19 of 19.

Item	Amount	Currency
1 CREDIT	-1,000.00	USD
2 INTEREST JAN. 2004	50.00	USD
3 ITEM	1,202.00	USD
4 MB0000000199	30,000.00	USD
5 MB0000000209	-30,000.00	USD
6 MB0000000211	5,000.00	USD

- The Hi Balance (high balance) will show the highest balance since update aging was run.
- The Hi Past Due shows the highest past due amount since update aging was run.
- Customer Aging
 - The Customer Aging scroll contains one line for each Aging Category defined.
 - Click the link to access each Aging Category. This will access the Customer Item Inquiry page. Note that a new window will open up and display the Customer Item Inquiry page. The page displays the items in the selected aging category.



- Click  to build the page.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copy/ndvst_3/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QUERY&Action=UBUSINESS_UNIT=11000

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Balances Profile Items

SetID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: All Ref Type: Item Ref Value: Sort All: Item Save Dynamic Columns

Date Type: Aging Cat: = Operand: 00 Category: Amount Type: Entry Operand: Amount Value: Currency: Pay Balance Now

Item	Set	Actm	Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1			CREDIT		IMMED			01/05/2004	01/05/2004	-1,000.00	USD
2			MB0000000199		NET30			12/31/2003	12/01/2003	30,000.00	USD
3			MB0000000211		IMMED			01/02/2004	01/02/2004	5,000.00	USD
4		3	MB0000000216		IMMED			01/02/2004	01/02/2004	18,000.00	USD
5			MB0000000220		IMMED			01/05/2004	01/05/2004	20,000.00	USD
6		2	MB0000000224		IMMED			01/07/2004	01/07/2004	4,000.00	USD

Selected Amount: 0.000 Returned Count: 1 to 9 of 9

Returned Amount: 97,602.00 of 97,602.00

Balances | Profile | Items

Start Accounts Receivable Trail... Aging - Microsoft Internet... Account Overview - M...

10:58 AM

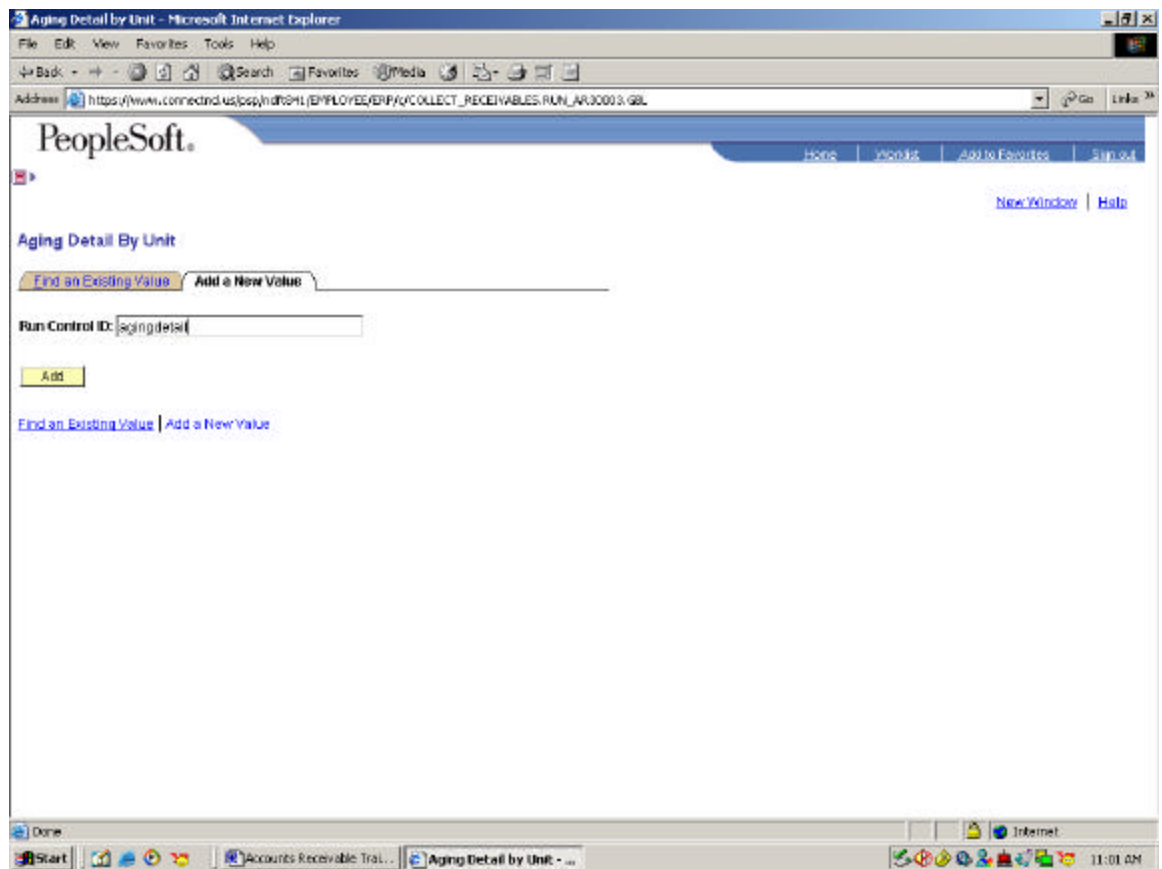
Aging Detail By Unit

Accounts Receivable > Collections > Aging Reports > Aging Detail By Unit

- Put in your existing Run Control ID.
- If you do not remember your Run Control ID, click **Search**.

[illegible]

- If you have not already setup a Run Control ID, click on the [Add a New Value](#) hyperlink.
- Enter a new Run Control ID.



- Click **Add**.

Aging Detail by Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/copy/ndfsm1/EMPLOYEE/HRF/AV/COLLECT_RECEIVABLES.RUN_AR30003.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Aging Detail by Unit

Run Control ID: agingdetail [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

As of Date: 03/09/2004

Unit: 11000 Office of Management & Budget

SetID: 11000 Office of Management & Budget

Aging ID:

Amount Type: Base Curr

Rate Type:






Customer ID:

Save Notify Add Update/Display

Done

Start Accounts Receivable Trail... Aging Detail by Unit - ...

Internet 11:01 AM

- As of Date: The last date for which the report holds data. Click  to view a calendar.
- Unit: 11000. Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- SetID: STATE
- Aging ID: The identification code representing the aging method you've selected for the customer. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Amount Type: The currency type displayed on the report. You can choose between the Base currency for the business unit and the Entry currency.
- Rate Type: CRRNT. The method of determining currency conversion. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Customer ID: The customer identifier. Leave blank to include all customers in the specified Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.

Aging Detail by Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/ndpsnt/EMPLOYEE/ERP/FVC/COLLECT_RECEIVABLES.RUN_AR30003.GBL

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Aging Detail by Unit

Run Control ID: agingdetail Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 03/09/2004

Unit: 11000 Office of Management & Budget

SetID: STATE Default State SETID

Aging ID: ITEM Item Date

Amount Type: Base Curr

Rate Type: CRRNT Current Rate

Customer ID:

Save Modify Add Update/Display

Done Start Accounts Receivable Tral... Aging Detail by Unit - ... 11:03 AM

- Click Save.
- Click Run.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Process Scheduler Request

User ID: nikhamnelpur Run Control ID: agingdetail

Server Name: PSNT Run Date: 03/09/2004
 Recurrence: Run Time: 11:00:57AM [Reset to Current DateTime](#)
 Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF

OK Cancel

Done Start Accounts Receivable Tral... Aging Detail by Unit - ... 11:04 AM

- Make sure the *Aging Detail by Business Unit* checkbox is checked.
- Enter the appropriate Server Name: PSNT

Server Name: PSNT

Recurrence: PSNT

Time Zone: PS08390

Process List: PSUNX

- Click **OK**.

The screenshot displays the 'Aging Detail by Unit' report interface in a web browser. The top navigation bar includes links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Aging Detail by Unit' and contains the following elements:

- Run Control ID:** agingdetail
- Language:** English
- Process Instance:** 46586
- Buttons:** Report Manager, Process Monitor, Run
- Report Request Parameters:**
 - As of Date:** 03/09/2004
 - Unit:** 11000 (Office of Management & Budget)
 - SetID:** STATE (Default State SETID)
 - Aging ID:** ITEM (Item Date)
 - Amount Type:** Base Curr
 - Rate Type:** CRRN (Current Rate)
 - Customer ID:** (empty field)
- Bottom Buttons:** Save, Notify, Add, Update/Display

The browser's taskbar at the bottom shows the 'Start' button, several application icons, and the system clock indicating 11:05 AM.

- Once the process has terminated, you will be brought back to the Aging Detail by Unit page with a new process instance tied to the process.
- You can verify the status of the process in the [Process Monitor](#) by either clicking the Process Monitor hyperlink or through PeopleTools.

PeopleSoft.

Process List **Server List**

View Process Request For

User ID: Type: Last: Days

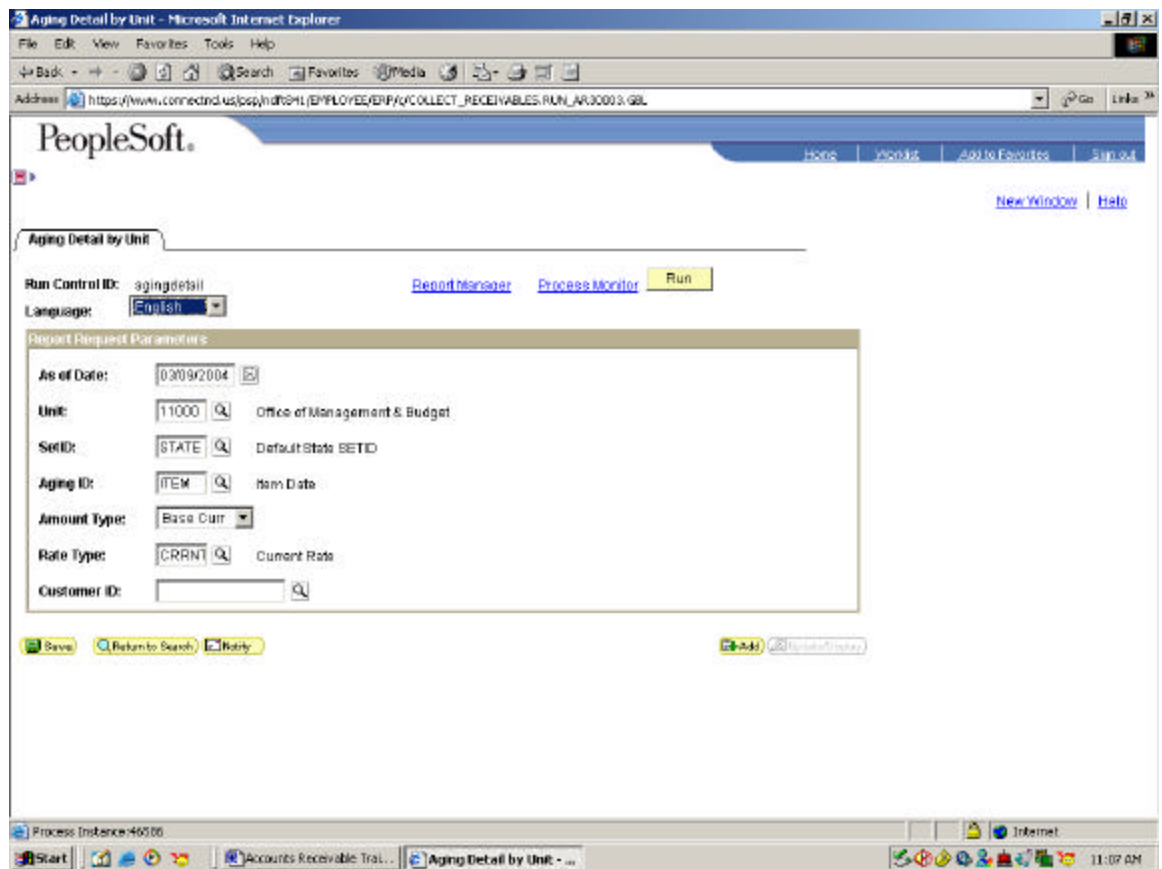
Server: Name: Instance: to

Run Status: ☒ Save On Refresh

Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Details
46586	SQR Report	AR30003	nikhamneipur	03/09/2004 11:03:57AM CST	Success	Details
46585	Application Engine	AR_AGIN0	nikhamneipur	03/09/2004 10:43:45AM CST	Success	Details
46573	Application Engine	AR_PREDICT	nikhamneipur	03/08/2004 7:09:34PM CST	Success	Details
46572	Application Engine	AR_UPDATE	nikhamneipur	03/08/2004 6:44:34PM CST	Success	Details
46331	PSJob	BU0803	nikhamneipur	03/04/2004 1:41:00PM CST	Success	Details
46319	PSJob	BU0803	nikhamneipur	03/04/2004 1:34:15PM CST	Success	Details
46307	PSJob	BU0802	nikhamneipur	03/04/2004 1:28:42PM CST	Success	Details
46291	PSJob	BU0803	nikhamneipur	03/04/2004 1:13:34PM CST	Success	Details

[Go back to Aging Detail By Unit](#)

- Click on the [Go Back to Aging Detail By Unit](#) hyperlink to access the Aging Report Process Page.



- Click on the [Report Manager](#) to access and print the aging report.
- Click the Administrative tab in the Report Manager.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Explorer | List | Administration | Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: for:

Select	Report ID	Proc Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	17191	46586	Aging Detail by Business Unit	03/08/2004 11:05:24AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	17190	46585	PSIAR Aging	03/08/2004 10:45:22AM	Text Files (*.txt)	Posted	Details	View
<input type="checkbox"/>	17179	46573	AR Predictor	03/08/2004 7:09:52PM	Text Files (*.txt)	Posted	Details	View
<input type="checkbox"/>	17178	46572	PSIAR Receivable Update	03/08/2004 6:44:59PM	Text Files (*.txt)	Posted	Details	View

Click the delete button to delete the selected report(s)

[Explorer](#) | [List](#) | [Administration](#) | [Archives](#)

Process Instance: 46506

Start | Accounts Receivable Trail... | Aging Detail by Unit - ...

11:07 AM

- Click the [View](#) hyperlink to view and print the aging report. Pick the appropriate process instance.

The screenshot shows a Microsoft Internet Explorer browser window displaying a PeopleSoft web application. The address bar shows the URL: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HR/F/VC/COLLECT_RECEIVABLES.RUN_AR30003.GBL. The page title is "Aging Detail by Unit - Microsoft Internet Explorer".

The PeopleSoft logo is at the top left. Navigation links include "Home", "Worklist", "Add to Favorites", and "Sign out". There are also links for "New Window" and "Help".

Report Detail

Report ID: 17191	Process Instance: 46586
Name: AR30003	Process Type: SGR Report
Run Status: Success	

Aging Detail by Business Unit

File List

Name	File Size (bytes)	Uptime Created
AR30003_46586.PDF	15,899	03/09/2004 11:05:28.997000AM CBT
Trace File	0	03/09/2004 11:05:28.997000AM CBT
Message Log	1,767	03/09/2004 11:05:28.997000AM CBT

At the bottom left, there is a "Return" button. The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 11:08 AM on 03/09/2004.

- Click [AR30003 Process Instance.PDF](#) hyperlink to view, print and / or save the report.

[illegible]

- Either Save and / or Print the Report.

Aging Summary By Unit

Accounts Receivable > Collections > Aging Reports > Aging Summary By Unit

- Put in your existing Run Control ID.
- If you do not remember your Run Control ID, click **Search**.

PeopleSoft.

[Home](#) [Worklist](#) [Add to Favorites](#) [Sign out](#)

[New Window](#) [Help](#)

Aging Summary By Unit

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

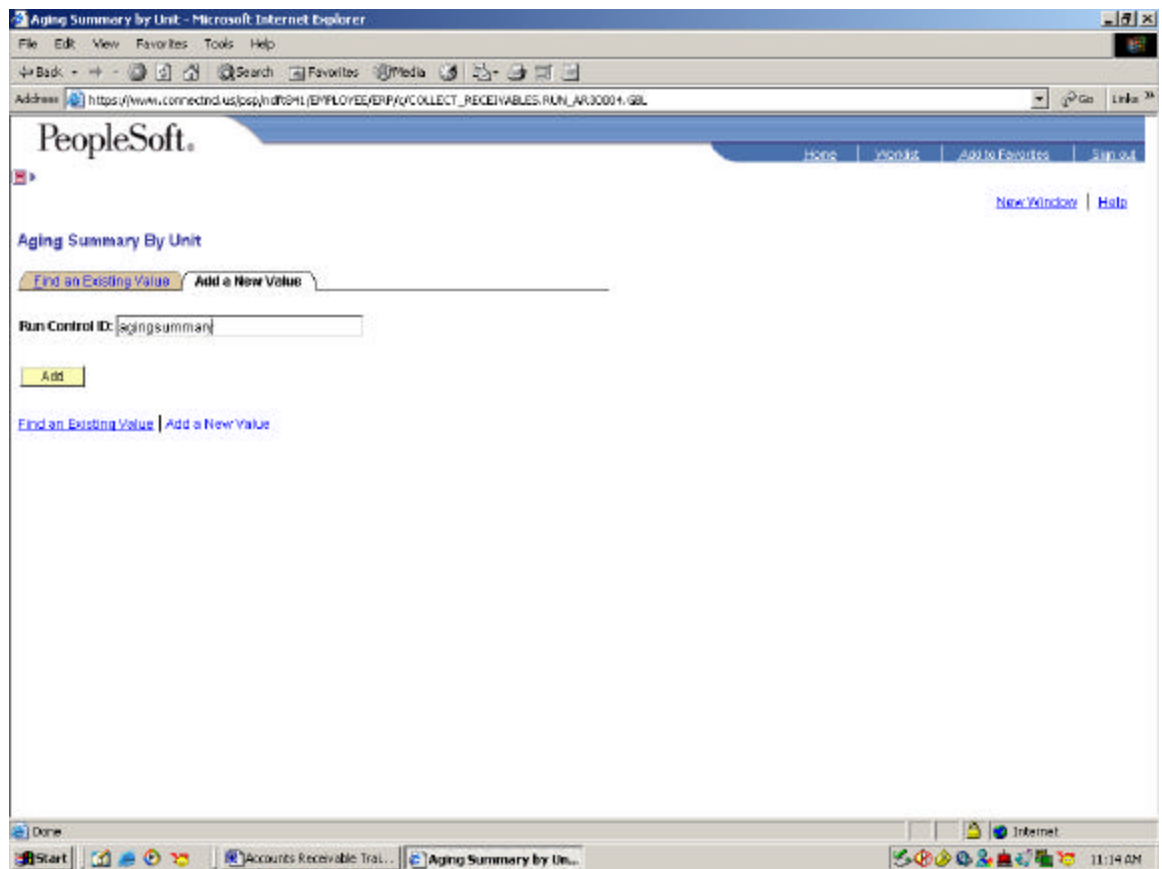
View All First 1-16 of 16 Last

Run Control ID	Language Code
91H4U0016	English
91H4U0012	English
aging	English
asnodebal	English
asnor	English
arupd	English
arupdse	English
newarupdate	English
rkaga	English
rkacounter	English
rkasama	English
rkainor	English
rkcar	English
rkcaru	English
rkcca	English
rkchh	Czech

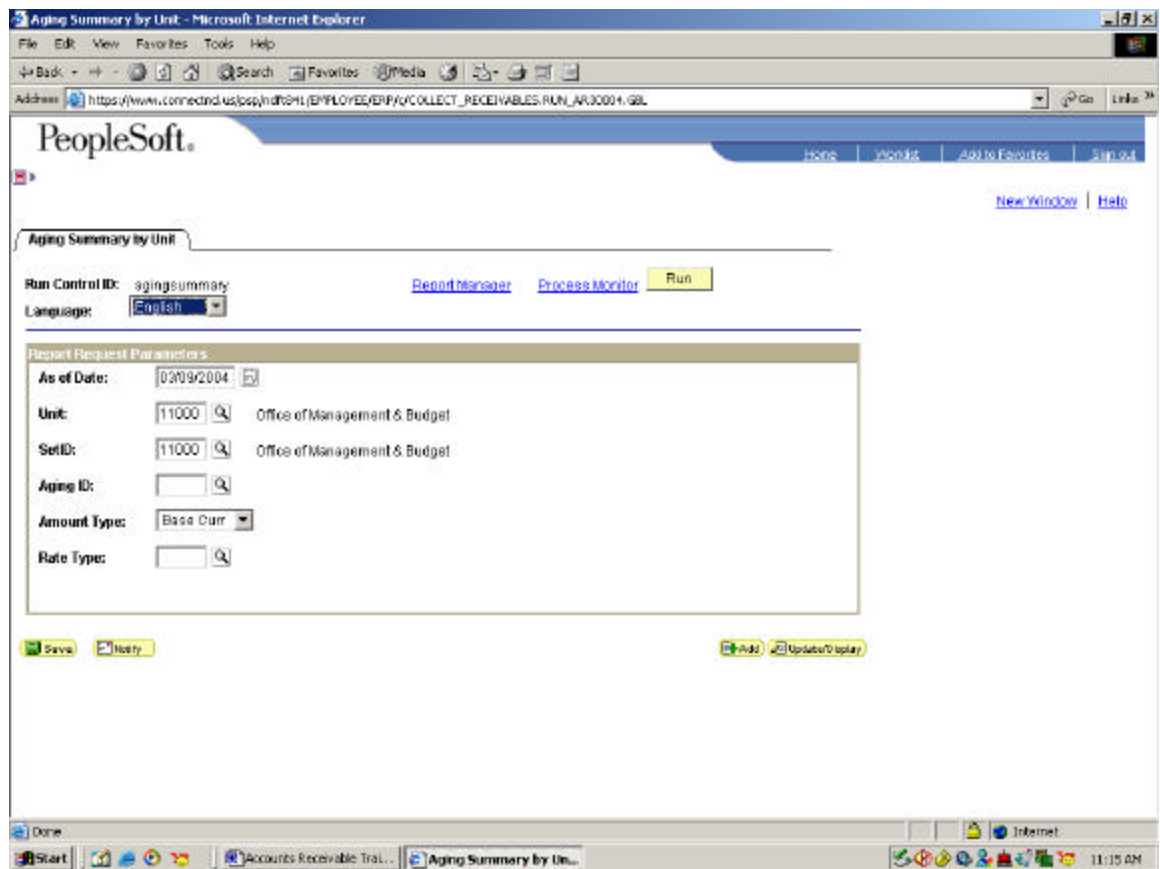
javascript:submitAction_javascript(document,win0,'#fCSearch');




Start [Accounts Receivable Tral...](#) [Aging Summary by Un...](#) 11:13 AM

- If you have not already setup a Run Control ID, click on the [Add a New Value](#) hyperlink.
- Enter a new Run Control ID.



- Click **Add**.



- As of Date: The last date for which the report holds data. Click  to view a calendar.
- Unit: 11000. Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- SetID: STATE
- Aging ID: The identification code representing the aging method you've selected for the customer. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Amount Type: The currency type displayed on the report. You can choose between the Base currency for the business unit and the Entry currency.
- Rate Type: CRRNT. The method of determining currency conversion.

Aging Summary by Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HR/F/VC/COLLECT_RECEIVABLES.RUN_AR30001.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Aging Summary by Unit

Run Control ID: agingsummary Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 03/09/2004

Unit: 11000 Office of Management & Budget

SetID: STATE Default State SETID



Aging ID: ITEM Item Date

Amount Type: Base Curr

Rate Type: CRRNT Current Rate

Save Cancel Add Update/Display

Start Accounts Receivable Trail... Aging Summary by Un... 11:16 AM

- Click .
- Click .

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Saved](#)

Process Scheduler Request

User ID: nikhamnelpur Run Control ID: agingsummary

Server Name: PSNT Run Date: 03/09/2004

Recurrence: Run Time: 11:16:54AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Aging Summary by Business Unit	AR30004	SQR Report	Web	PDF

OK Cancel

Done Start Accounts Receivable Tral... Aging Summary by Un... 11:17 AM

- Make sure the *Aging Summary by Business Unit* checkbox is checked.
- Enter the appropriate Server Name: PSNT

Server Name: PSNT

Recurrence: PSNT

Time Zone: PS08390

Process List: PSUNX

- Click **OK**.

Aging Summary by Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HR/F/VC/COLLECT_RECEIVABLES.RUN_AR30001.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Saved

Aging Summary by Unit

Run Control ID: agingsummary Report Manager Process Monitor Run

Language: English Process Instance: 46594

Report Request Parameters

As of Date: 03/09/2004

Unit: 11000 Office of Management & Budget

SetID: STATE Default State SETID

Aging ID: ITEM Item Date

Amount Type: Base Curr

Rate Type: CRRNT Current Rate

Save Query Add Update/Display

Process Instance: 46594

Start Accounts Receivable Trail... Aging Summary by Unit

11:17 AM

- You can verify the status of the process in the [Process Monitor](#) by either clicking the Process Monitor hyperlink or through PeopleTools.

Aging Summary by Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdrp41/EMPLOYEE/HR/FIN/COLLECT_RECEIVABLES.RUN_AR30004.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Process List **Server List**

View Process Request For

User ID: nkhamnelpur Type: Last: 5 Days Refresh

Server: Name: Instance: to

Run Status: Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
46594	SOR Report	AR30004	nkhamnelpur	03/09/2004 11:16:54AM CST	Success	Details
46586	SOR Report	AR30003	nkhamnelpur	03/09/2004 11:03:57AM CST	Success	Details
46585	Application Engine	AR_AGINO	nkhamnelpur	03/09/2004 10:43:46AM CST	Success	Details
46573	Application Engine	AR_PREDICT	nkhamnelpur	03/09/2004 7:09:34PM CST	Success	Details
46572	Application Engine	AR_UPDATE	nkhamnelpur	03/09/2004 6:44:34PM CST	Success	Details
46331	PSJob	BU0B03	nkhamnelpur	03/04/2004 1:41:00PM CST	Success	Details
46319	PSJob	BU0B02	nkhamnelpur	03/04/2004 1:24:15PM CST	Success	Details
46307	PSJob	BU0B03	nkhamnelpur	03/04/2004 1:28:42PM CST	Success	Details
46291	PSJob	BU0B03	nkhamnelpur	03/04/2004 1:13:34PM CST	Success	Details

On North Dakota Business Bulletin

Process Instance: 46594

Start Accounts Receivable Trail... Aging Summary by Unit... 11:18 AM

- Click on the [Go Back to Aging Summary By Unit](#) hyperlink to access the Aging Report Process Page.

Aging Summary by Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HR/F/VC/COLLECT_RECEIVABLES.RUN_AR30001.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Aging Summary by Unit

Run Control ID: agingsummary Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 03/09/2004

Unit: 11000 Office of Management & Budget

SetID: STATE Default State SETID

Aging ID: ITEM Item Date

Amount Type: Base Curr

Rate Type: CRRNT Current Rate

Save Return to Search Print Add Workflow History

Process Instance: 46594

Start Accounts Receivable Trail... Aging Summary by Unit

11:18 AM

- Click on the [Report Manager](#) to access and print the aging report.
- Click the Administrative tab in the Report Manager.

Aging Summary by Unit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndfsm1/EMPLOYEE/HRPP/VC/COLLECT_RECEIVABLES.RUN_AR30004.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Explorer | List | Administration | Archives

View Reports For

User ID: nkrhmmrpt Type: Last: 1 Days Refresh

Status: Folder: Instance: for:

Select	Report ID	Prcc Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	17197	46594	Aging Summary by Business Unit	03/09/2004 11:17:22AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	17191	46586	Aging Detail by Business Unit	03/09/2004 11:05:24AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	17190	46585	PSIAR Aging	03/09/2004 10:45:22AM	Text Files (*.txt)	Posted	Details	View
<input type="checkbox"/>	17179	46573	AR Predictor	03/09/2004 7:09:52PM	Text Files (*.txt)	Posted	Details	View
<input type="checkbox"/>	17178	46572	PSIAR Receivable Update	03/09/2004 6:44:56PM	Text Files (*.txt)	Posted	Details	View

Delete Click the delete button to delete the selected report(s)

Save

Explorer | List | Administration | Archives

Process Instance: 46594

Start | Accounts Receivable Trail... | Aging Summary by Un... | 11:18 AM

- Click the [View](#) hyperlink to view and print the aging report. Pick the appropriate process instance.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Report Detail

Report ID: 17197 Process Instance: 46594
 Name: AR30004 Process Type: SGR Report
 Run Status: Success

Aging Summary by Business Unit

Name	File Size (bytes)	Datetime Created
AR30004_46594.PDF	3,802	03/09/2004 11:17:27.133000AM CBT
Trace File	0	03/09/2004 11:17:27.133000AM CBT
Message Log	1,795	03/09/2004 11:17:27.133000AM CBT

[Return](#)

- Click [AR30004 Process Instance.PDF](#) hyperlink to access the report.

The screenshot shows a web browser window with the address bar displaying 'https://www.connectind.us:8080/ports/ndf1941/L7197/AR30004_16594.PDF'. The browser's address bar also shows 'Go' and 'Link' buttons. The main content area displays a PDF report titled 'Template's Expenses' with a subtitle 'AR30004' and a date '11/19/2014'. The report is dated '10/1/2014 to 10/31/2014' and shows a summary of expenses for the period 10/1/2014 to 10/31/2014. The report includes a table with columns for Date, Description, and Amount, and a summary table at the bottom showing totals for various categories.

DATE	DESCRIPTION	AMOUNT	10/1/2014	10/2/2014	10/3/2014	10/4/2014	10/5/2014	10/6/2014	10/7/2014	10/8/2014	10/9/2014	10/10/2014	10/11/2014	10/12/2014	10/13/2014	10/14/2014	10/15/2014	10/16/2014	10/17/2014	10/18/2014	10/19/2014	10/20/2014	10/21/2014	10/22/2014	10/23/2014	10/24/2014	10/25/2014	10/26/2014	10/27/2014	10/28/2014	10/29/2014	10/30/2014	10/31/2014
10/1/2014	Office of Management & Budget																																
10/1/2014	Travel	33,314.50																															
10/1/2014	Adm's Support Services	1,476.00	88.00																														
10/1/2014	State Revenue	18,147.00																															
10/1/2014	General Supply	10,616.00																															
10/1/2014	General Supply	10,616.00																															
10/1/2014	General Supply	10,616.00																															
10/1/2014	General Supply	10,616.00																															
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10/1/2014	General Supply	10,616.00																															
10/1/2014	General Supply	10,616.00																															
10/1/2014	General Supply	10,616.00																															
10/1/2014	General Supply	10,6																															

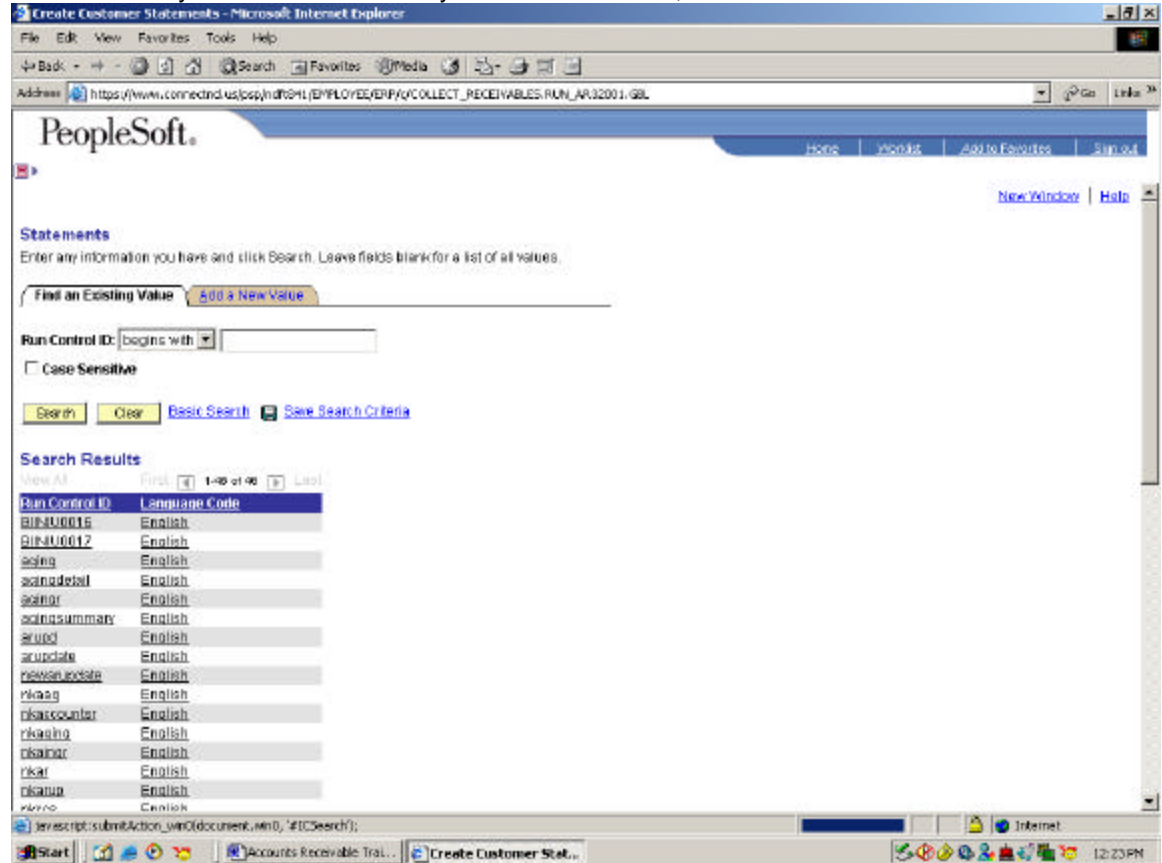
- Either Save and / or Print the Report.

Customer Statements

Accounts Receivable > Collections > Customer Statements > Create Customer Statements

Note: Make sure that ARUPDATE and AGING is run before this Statement request so that the most current item and payment information is reflected for the Customer.

- Put in your existing Run Control ID.
- If you do not remember your Run Control ID, click **Search**.



PeopleSoft.

Statements

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Run Control ID: begins with

☐ Case Sensitive

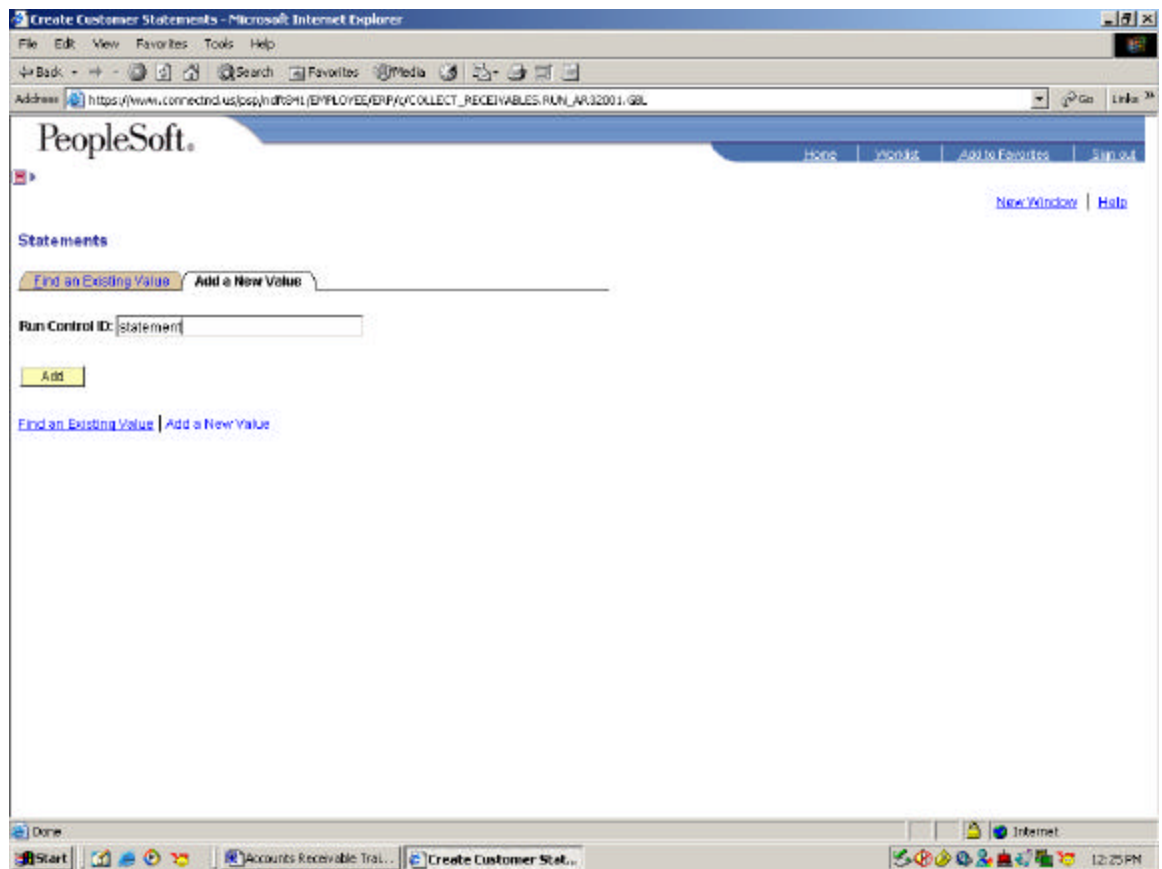
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results




View All First 1-40 of 40 Last


Run Control ID	Language Code
ARU00016	English
ARU00012	English
aging	English
acnndetel	English
aging	English
acnsummary	English
arup	English
arupdate	English
newenxlate	English
nkag	English
nkacounter	English
nkaging	English
nkainr	English
nkai	English
nkaiup	English
nkano	English

- If you have not already setup a Run Control ID, click on the [Add a New Value](#) hyperlink.



- Click **Add**.

- As of Date: Determines the last date the statement includes data. Click  to view a calendar.
 - The current date is the default.
 - If using an earlier date, the process reconstructs customer balances so that statements show open items as of the date provided.
 - For balance forward statements, the as of date also determines the ending date for the current statement period. The current balance forward statement period begins with the statement date from the previous balance forward statement.
- Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- SetID: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Customer: Enter the appropriate 'Customer ID' or leave blank for all customers within the Business Unit. If using only a Customer ID, the process

creates statements for the specified customer. Click on the magnifying glass icon  to see and choose from a list of valid values.

Note: Enter the % wildcard in the SetID, Unit, and Customer fields if you want to include IDs that begin or end with the same characters or numbers. For example, entering *US0%* will include all business units that begin with US0, such as US00 and US001.

- Open Item: Selected.
 - The default is to run both statement types in a statement run. If not running both statement types, clear either the Open Item check box or the Balance Forward check box. This is useful when you select a business unit that has some customers who receive open item statements and others who receive balance forward statements, and you don't want to process all of them all at the same time.
- Balance Forward: The default is to run both statement types in a statement run. If not running both statement types, clear either the Open Item check box or the Balance Forward check box. This is useful when you select a business unit that has some customers who receive open item statements and others who receive balance forward statements, and you don't want to process all of them all at the same time.
- Balance Forward Rerun: To rerun a balance forward statement. The system determines which previous balance forward statement to use for the opening balance based on your as of date. It uses the most recent balance forward statement prior to the as of date. When you rerun a statement, use the same as of date that you used when you ran the original statement. The process deactivates the original statement and creates a new one.

Create Customer Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://www.connectnd.us/csp/ndfsm1/EMPLOYEE/HRF/AF/CREATE_CUSTOMER_STATEMENTS_AR32001.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Statements Parameters **Display Currency**

Run Control ID: statements [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters

As of Date: 03/10/2004 ☐ Open Item

Unit: 11000 Office of Management & Budget ☐ Include Drafts

Settle: 11000 Office of Management & Budget ☐ Balance Forward

Customer:

Correspondence Customer:

Statement Group: All Statement Groups

Balance Forward Due Date: 12/31/2003 ☐ Balance Forward Re-run

Save Return to Search Notify Add Update/Preview

Statements Parameters | [Display Currency](#)

Process Instance: 46713

Start Accounts Receivable Trail... Running Customer State... Create Customer Stat... 11:19 AM

- Click

Run

PeopleSoft.

Process Scheduler Request

User ID: nikhamnulpur Run Control ID: statements

Server Name: PSNT Run Date: 03/10/2004

Recurrence: Run Time: 11:15:53AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input type="checkbox"/>	PS/AR Statements	AR_STMTS	Application Engine	Web	TCT
<input checked="" type="checkbox"/>	PS/AR Statements	STATMNT	PSJob	(None)	(None)

OK Cancel

- Select the PS / AR Statements checkbox. (PSJOB)
- Specify the appropriate Server Name: PSNT

Server Name: PSNT

Recurrence: PSNT

Time Zone: PSOS390

Process List: PSUNX

- Click **OK**.

Create Customer Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndf041/EMPLOYEE/HRPP/AF/COLLECT_RECEIVABLES.RUN_AR32001.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Statements Parameters **Display Currency**

Run Control ID: statements [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 46717

Report Request Parameters

As of Date: 02/01/2004 ☒ Open Item

Unit: 11000 Office of Management & Budget ☐ Include Drafts

SetID: 11000 Office of Management & Budget ☐ Balance Forward

Customer: ☐ Balance Forward Re-run

Correspondence Customer:

Statement Group: All Statement Groups

Balance Forward Due Date: 12/31/2003

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update Process](#)

Statements Parameters | [Display Currency](#)

Process Instance: 46717

Start | Accounts Receivable Tral... | Running Customer State... | Create Customer Stat... | 11:20 AM

- Click on the [Process Monitor](#) hyperlink to view the status of the process.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Process List **Server List**

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: ☒ Save On Refresh

Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Details
46717	PSJob	STATEMENT	nkhannelpur	03/16/2004 11:19:35AM CST	Success	Details
46713	PSJob	STATEMENT	nkhannelpur	03/16/2004 11:15:53AM CST	Success	Details
46682	Application Engine	AR_REFUND	nkhannelpur	03/09/2004 4:34:41PM CST	Success	Details
46594	SQR Report	AR30004	nkhannelpur	03/09/2004 11:16:54AM CST	Success	Details
46586	SQR Report	AR30003	nkhannelpur	03/09/2004 11:03:57AM CST	Success	Details
46585	Application Engine	AR_AGING	nkhannelpur	03/09/2004 10:43:45AM CST	Success	Details
46572	Application Engine	AR_PREDICT	nkhannelpur	03/06/2004 7:09:34PM CST	Success	Details
46572	Application Engine	AR_UPDATE	nkhannelpur	03/06/2004 6:44:34PM CST	Success	Details

[Go back to Statements](#)

Process Instance: 46717

Start | Accounts Receivable Trail... | Running Customer State... | Create Customer Stat... | 11:24 AM

- Click on the [Go Back to Statements](#) hyperlink to return to the Statements Process page.

Create Customer Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hd/SP41/EMPLOYEE/HR/FIN/VC/COLLECT_RECEIVABLES.RUN_AR32001.GBL

Go Link

PeopleSoft.

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New Window Help

Statements Parameters **Display Currency**

Run Control ID: statements [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters

As of Date: 03/10/2004 ☐ Open Item

Unit: 11000 Office of Management & Budget ☐ Include Drafts

Settle: 11000 Office of Management & Budget ☐ Balance Forward

Customer:

Correspondence Customer:

Statement Group: All Statement Groups

Balance Forward Due Date: 12/31/2003 ☐ Balance Forward Re-run

Save Return to Search Notify Add Update/Print

Statements Parameters | [Display Currency](#)

Process Instance:46717

Start Accounts Receivable Trail... Running Customer State... Create Customer Stat... 11:25 AM

- Click on the [Report Manager](#) to view and print out the open item statements.
- Click on the Administration tab in the Report Manager.

Create Customer Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndfsm1/EMPLOYEE/EMP/FV/COLLECT_RECEIVABLES.RUN_AR32001.GBL

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Home Worklist Add to Favorites Sign out

New Window Help

Explorer List Administration Archives

View Reports For

User ID: nkhannanipuri Type: Last: 1 Days Refresh

Status: Folder: Instance: No:

Select	Report ID	Process Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	17288 46720		Balance Forward Statement Print	03/10/2004 11:19:40 AM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	17285 46719		Customer Statement Print	03/10/2004 11:19:40 AM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	17284 46718		PSWAR Statements	03/10/2004 11:19:40 AM	Text Files (*.txt)	Posted	Details	View
<input type="checkbox"/>	17283 46716		Balance Forward Statement Print	03/10/2004 11:17:36 AM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	17282 46715		Customer Statement Print	03/10/2004 11:17:36 AM	HTML Documents (*.htm)	Posted	Details	View
<input type="checkbox"/>	17281 46714		PSWAR Statements	03/10/2004 11:17:36 AM	Text Files (*.txt)	Posted	Details	View
<input type="checkbox"/>	17259 46682		AR_REFUND	03/09/2004 4:35:48 PM	Text Files (*.txt)	Posted	Details	View

Delete Click the delete button to delete the selected report(s)

Save

Process Instance: 46717

Start Accounts Receivable Trail... Running Customer State... Create Customer Stat... 11:27 AM

- Click on the [View](#) hyperlink next to the process instance for the Customer Statement.

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Report Detail

Report ID: 17285 Process Instance: 46717
 Name: AR32000 Process Type: Crystal
 Run Status: Success

Customer Statement Print

Name	File Size (bytes)	Datetime Created
AR32000-46717-HTML	227,768	03/10/2004 11:20:10.843000AM CBT
Message Log	0	03/10/2004 11:20:10.843000AM CBT
PeopleSoft.Trace File	9,548	03/10/2004 11:20:10.843000AM CBT

[Return](#)

Process Instance: 46717


Start | Accounts Receivable Trail... | Running Customer State... | Create Customer Stat... | 11:32 AM

- Click on [AR32000 Process Instance.PDF](#) hyperlink to view/ save or print the customer statements.

Crystal Report Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/crereports/ndf1841/17285/AR32000-16719.HTM



Statement Number: 69
Statement Date: Mar 18 (2004)
Account Number: MB_1000000
Send payment to: TDR East Main
P.O. Box
Bismarck, ND 58005-5008

test
test
Bismarck, ND

Date	Item ID and Line	Entry Type	Amount Due	Item Activity	PO	Document	Payment	Discount
Account: test MB_1000000 11000								
Nov 20 22 83	MB000000113	Invoice	20.00	68.00				
Nov 20 22 83	MB000000113	Match Card		48.00				
Nov 20 22 83	MB000000125	Invoice	500.00					
Nov 24 22 83	MB000000112	Invoice	900.00	1000.00				
Nov 24 22 83	MB000000112	Payment		-1000.00			CHECK 2	
Nov 25 22 83	MB000000122	Invoice	150.00					
Dec 01 2003	MB000000130	Invoice	50.00					
Dec 03 2003	MB000000002	Invoice	99.00					
Dec 03 2003	MB000000121	Invoice	150.00					
Dec 03 2003	MB000000136	Invoice	900.00					
Dec 03 2003	STORAGE 2	Invoice	50.00	250.00				
Dec 03 2003	STORAGE 2	Payment		-250.00			CHECK 1048	
Dec 04 2003	FURNITURE 1	Invoice	25.00	5.00				
Dec 04 2003	FURNITURE 1	Invoice		28.00				
Dec 15 2003	MB000000105	Credit Mem	-500.00			MB00000001		
Dec 17 2003	0A5	On Account		-100.00			8801	
Dec 17 2003	0A5	Refund Che		68.00				
Dec 18 2003	0A8	On Account	-50.00				8802	
Dec 19 2003	PAYMENT	Invoice	100.00					
Dec 21 2003	MB000000000	Invoice	1000.00					
Dec 21 2003	MB000000126	Invoice	500.00					
Dec 22 2003	JULIULJULJULJE	Invoice	75.00					
Dec 22 2003	REJECT	Invoice	24.00					

Done

Start Accounts Receivable ... Running Customer St... Create Customer Sta... Crystal Report Vie... 11:33 AM

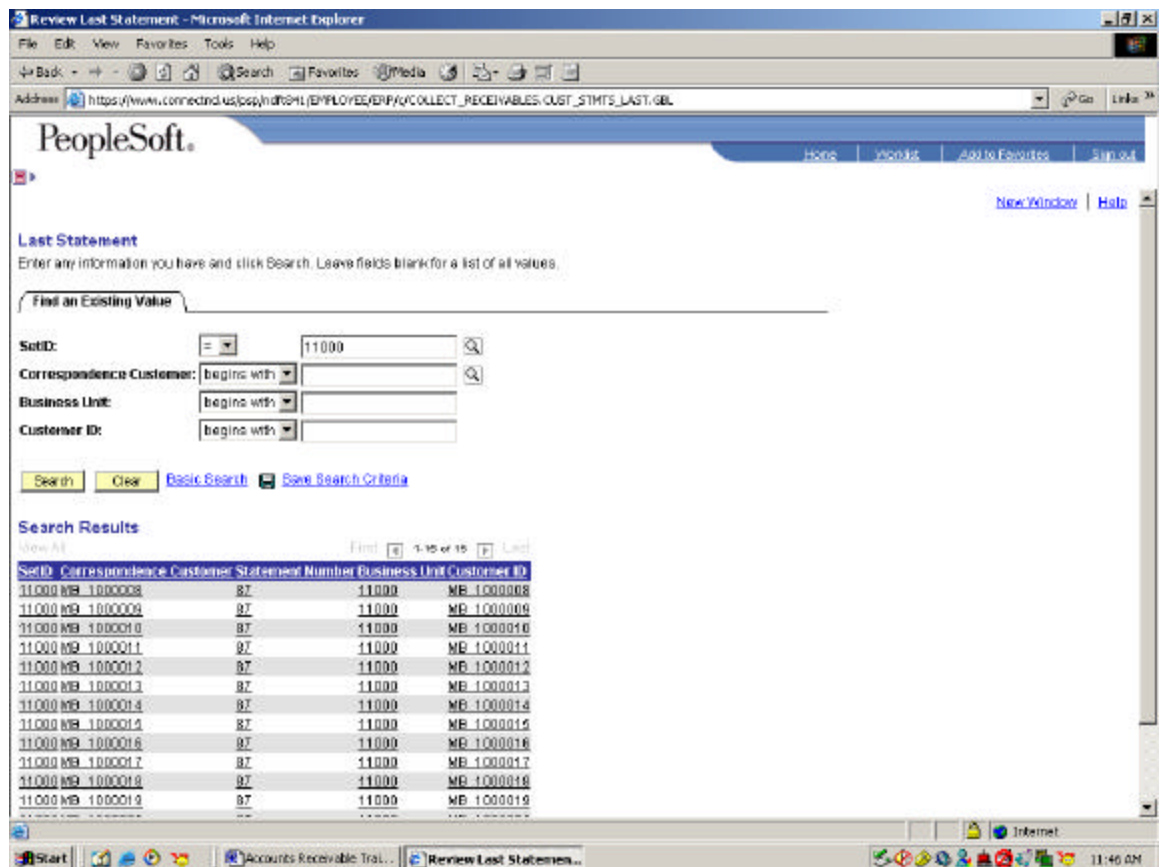
Note: You can run the Statement Print process separately from the Create Statements through the following navigation: Accounts Receivable > Collections > Customer Statements > Print Statements. This page runs the Statements Print Crystal process (ARSTRPT), which merges data from statement records with predefined layouts and prints the final statement. However, by picking the PSJOB in this example, you have run both processes at the same time.

Viewing Customer Statements Online

Review Last Statement

View the last statement for a customer.

Accounts Receivable > Collections > Customer Statements > Review Last Statement



Review Last Statement - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/ndpsmt/EMPLOYEE/EVERY/FACCOLLECT_RECEIVABLES_CUST_STMTS_LAST.GBL

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

Last Statement
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = 11000

Correspondence Customer: begins with

Business Unit: begins with

Customer ID: begins with

Search Clear Basic Search Show Search Criteria

Search Results
Show All First 1-15 of 15 Last

SetID	Correspondence Customer	Statement Number	Business Unit	Customer ID
11000 MB 1000008	87	11000	MB 1000008	
11000 MB 1000009	87	11000	MB 1000009	
11000 MB 1000010	87	11000	MB 1000010	
11000 MB 1000011	87	11000	MB 1000011	
11000 MB 1000012	87	11000	MB 1000012	
11000 MB 1000013	87	11000	MB 1000013	
11000 MB 1000014	87	11000	MB 1000014	
11000 MB 1000015	87	11000	MB 1000015	
11000 MB 1000016	87	11000	MB 1000016	
11000 MB 1000017	87	11000	MB 1000017	
11000 MB 1000018	87	11000	MB 1000018	
11000 MB 1000019	87	11000	MB 1000019	

- Setid: Accounts Receivable / Billing Business Unit. Click the magnifying glass icon to select valid values.
- Click **Search**.
- Select the Customer whose statement information you want to see online.

Review Last Statement - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/ndrpt1/EMPLOYEE/HRF/AV/COLLECT_RECEIVABLES_CUST_STMTS_LAST.GBL

PeopleSoft

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New Window | Help

Last Statement

Setid: 11000 Customer: MB_1000010 Kirk Reynolds

Statement Number: 87 Statement Date: 03/10/2004

Totals by Currency and Location

Statement Total: 149,409.00 Currency: USD Balance: 149,409.00 Currency: USD

(Display Currency): 149,409.000 Currency: USD (Display Currency): 149,409.000 Currency: USD

Type: Open Item Balance Forward: 0.00 Currency: Location:

Item ID	Line	Statement Amount	Display Currency	Current Amount	Display Currency	Entry Type	Unit	Customer	Short Name
1 CREDIT		-1,000.00 USD	-1000.00 USD	-1,000.00 USD	-1000.00 USD	CR	11000	MB_1000010	Kirk Reynolds
2 INTEREST JAN. 2004		50.00 USD	50.00 USD	50.00 USD	50.00 USD	IN	11000	MB_1000010	Kirk Reynolds
3 ITEM		1,202.00 USD	1202.00 USD	1,202.00 USD	1202.00 USD	IN	11000	MB_1000010	Kirk Reynolds
4 MB0000000199		30,000.00 USD	30000.00 USD	30,000.00 USD	30000.00 USD	IN	11000	MB_1000010	Kirk Reynolds
5 MB0000000209		-30,000.00 USD	-30000.00 USD	-30,000.00 USD	-30000.00 USD	CR	11000	MB_1000010	Kirk Reynolds
6 MB0000000211		5,000.00 USD	5000.00 USD	5,000.00 USD	5000.00 USD	IN	11000	MB_1000010	Kirk Reynolds
7 MB0000000212		20,000.00 USD	20000.00 USD	20,000.00 USD	20000.00 USD	IN	11000	MB_1000010	Kirk Reynolds
8 MB0000000213		20,000.00 USD	20000.00 USD	20,000.00 USD	20000.00 USD	IN	11000	MB_1000010	Kirk Reynolds

Done

Start Accounts Receivable Trail... Review Last Statements...

11:47 AM

Note: You will only see the statements created for customers during the last run of the statement process. If you want to view a statement for a customer that was created during an earlier run of statements, use the navigation defined below.

Review Statements

View all statements for a customer.

Accounts Receivable, Collections, Customer Statements, Review Statements

- Setid: Accounts Receivable / Billing Business Unit. Click the magnifying glass icon to select valid values.
- Click **Search**.

Review Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndpsnt/EMPLOYEE/ERP/FV/COLLECT_RECEIVABLES_CUST_STMTS_ALL.GBL

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Home | Worklist | Add to Favorites | Sign out

New Window | Help

Statements

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = 11000

Correspondence Customer: begin with

Statement Number: =

Statement Date: =

Search Clear Basic Search Show Search Criteria

Search (Alt+F)

Search Results


Show All First 1-42 of 42 Last

SetID	Correspondence Customer	Statement Number	Statement Date
11000 MB 1000000	74	12/18/2003	
11000 MB 1000000	79	02/02/2004	
11000 MB 1000000	84	02/01/2004	
11000 MB 1000000	87	02/10/2004	
11000 MB 1000000	74	12/18/2003	
11000 MB 1000000	79	02/02/2004	
11000 MB 1000000	84	02/01/2004	
11000 MB 1000000	87	02/10/2004	
11000 MB 1000010	79	02/02/2004	
11000 MB 1000010	84	02/01/2004	
11000 MB 1000010	87	02/10/2004	
11000 MB 1000011	74	12/18/2003	

javascript:submitAction_wmO(document.wmO, '#ECSearch');

Start Accounts Receivable Trail... Review Statements - ... Viewing Statement Inform...

11:38 AM

- Correspondence Customer: Select a Customer ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click **Search**.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Statements
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: [dropdown] 11000 [magnifying glass]
Correspondence Customer: [dropdown] beginning with MB_1000010 [magnifying glass]
Statement Number: [dropdown] [magnifying glass]
Statement Date: [dropdown] [magnifying glass]

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

Search Results
[View All](#) First 1-3 of 3 Last

SetID	Correspondence Customer	Statement Number	Statement Date
11000 MB_1000010		73	02/02/2004
11000 MB_1000010		84	02/01/2004
11000 MB_1000010		87	03/10/2004

Start | [Taskbar Icons] | Accounts Receivable Trail... | Review Statements - ... | Viewing Statement Inform... | 11:40 AM

Note: Each time the statement process is run, it will have a new statement number. Using this navigation, you will see all statements created for a customer.

- Select the Statement number to view customer statement information online.

Review Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndrpt1/EMPLOYEE/HRF/ACCOLLECT_RECEIVABLES_CUST_STMTS_ALL.GBL

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Home | Worklist | Add to Favorites | Sign out

New Window | Help

Statements

SetID: 11000 Customer: MB_1000010 Kirk Reynolds

Statement Number: 84 Statement Date: 02/01/2004

Totals by Currency and Location

Statement Total: 150,409.00 Currency: USD Balance: 149,409.00 Currency: USD

(Display Currency): 150,409.000 Currency: USD (Display Currency): 149,409.000 Currency: USD

Type: Open Item Balance Forward: 0.00 Currency: Location:

Item ID	Line	Statement Amount	Currency	(Display Currency)	Currency	Current Amount	Currency	(Display Currency)	Currency	Entry Type	Unit	Customer	Short Name	
1 CREDIT		-1,000.00	USD	-1000.00	USD	-1,000.00	USD	-1000.00	USD	CR	11000	MB_1000010	Kirk Reynolds	N
2 INTEREST JAN. 2004		50.00	USD	50.00	USD	50.00	USD	50.00	USD	IN	11000	MB_1000010	Kirk Reynolds	N
3 ITEM		1,202.00	USD	1202.00	USD	1,202.00	USD	1202.00	USD	IN	11000	MB_1000010	Kirk Reynolds	N
4 MB0000000199		30,000.00	USD	30000.00	USD	30,000.00	USD	30000.00	USD	IN	11000	MB_1000010	Kirk Reynolds	N
5 MB0000000209		-30,000.00	USD	-30000.00	USD	-30,000.00	USD	-30000.00	USD	CR	11000	MB_1000010	Kirk Reynolds	N
6 MB0000000211		5,000.00	USD	5000.00	USD	5,000.00	USD	5000.00	USD	IN	11000	MB_1000010	Kirk Reynolds	N
7 MB0000000212		20,000.00	USD	20000.00	USD	20,000.00	USD	20000.00	USD	IN	11000	MB_1000010	Kirk Reynolds	N
8 MB0000000213		20,000.00	USD	20000.00	USD	20,000.00	USD	20000.00	USD	IN	11000	MB_1000010	Kirk Reynolds	N

Done

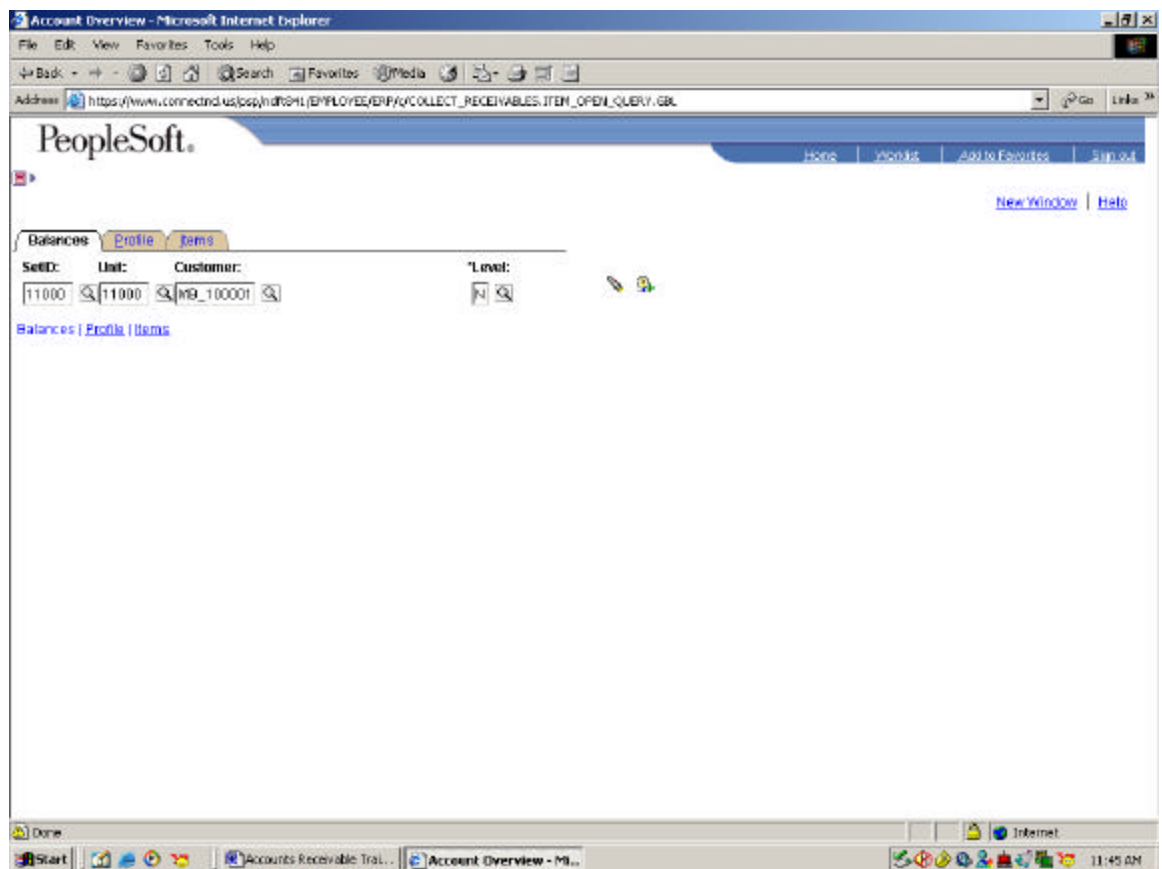
Start | Accounts Receivable Trail... | Review Statements - ...


11:45 AM

Customer Item Inquiry

Account Overview

Accounts Receivable > Collections > Customer Information > Account Overview



- Click  to build the page.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr/m1/EMPLOYEE/HR/F/ACCOLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL

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Home Worklist Add to Favorites Sign out

New Window Help

Balances Profile Items

SetID: 11000 Unit: 11000 Customer: HRG_100001 Level: N

Customer Name: Kirk Reynolds

Most Recent Activity

Item ID	Date	Amount	Currency
MB0000000223	01/20/2004	20,000.00	USD
PAYMENT	02/10/2004	1,000.00	USD

	Count	Business Unit	Currency
Pay History Days:			0.00
Credit Limit:			0.000
Balance:			149,409.00 USD
Paid Due:	19		149,409.00 USD
Disputed:	0		0.00 USD
Doubtful:	0		0.00 USD
Vendor Balance:	0		0.00 USD
Draft Amount:	0		0.00 USD

Summary Aging

	Count	Business Unit	Currency	
01 Current	1		-30,000.000 USD	-30,000.00 USD
02 31-60	9		21,807.000 USD	21,807.00 USD
03 61-90	9		97,602.000 USD	97,602.00 USD
04 91-120	7		20,000.000 USD	20,000.00 USD

Start Accounts Receivable Trail... Account Overview - M...

11:45 AM

- Click on [Customer Name](#) hyperlink to access all the setup information for the customer, including addresses and customer groups.

General Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hd/SP41_1/EMPLOYEE/ERP/C/MAIN/MAIN_CUSTOMERS/CUSTOMER_GENERAL.GBL?Page=CUST_GENERAL&Action=USCUST_ID=MB_1000010

PeopleSoft.

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[New Window](#) | [Help](#)

General Info | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#)

SetID: 11000 Customer: MB_1000010

*Customer Status: [Active](#) Level: [Regular](#)

*Date Added: 12/01/2003 *Since: 12/01/2003 *Type: [User 1](#)

*Name 1: [Kirk Reynolds](#) *Short Name: [Kirk Reme](#)

Roles

☒ Bill To Customer [Bill To Selection](#)

☒ Ship To Customer [Ship To Selection](#)

☐ Sold To Customer [Sold To Selection](#)

☐ Broker Customer

☐ Indirect Customer

☐ Grants Management Sponsor

☒ Correspondence Customer [Correspondence Selection](#)

☒ Remit From Customer [Remit From Selection](#)

☒ Corporate Customer [Corporate Selection](#)

☐ Consolidation Customer Consolidation Business Unit:

Go to: [More](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Delete/Cancel](#) [Include History](#) [Connect History](#)

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#)

Done

Start

Accounts Receivable Trail... Account Overview - Micro... General Information - ...

Internet

11:46 AM

- Click [Item ID](#) hyperlink to view additional information on the item (Most Recent Activity)

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndvsm1/EMPLOYEE/HRF/ACCOLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Maintain Items **Item Activity**

Unit: 11000 Customer: MB_1000010 Kirk Reynolds

Item ID: MB0000000223 Line: Days Late: 49 Status: Open

Acctg Date: 01/20/2004 Entry Type: IN Order Nec

Balance: 20,000.00 Balance Currency: USD Entry Reason: Contract

AR Dist: AR L/C ID:

BI Unit: 11000

Discount Options

Due Date: 01/20/2004 Due Days: ☐

Terms: IMMED Disc Days: ☐

Discount Amount: Date:

Discount Amount 1: Date 1:

☐ Always Allow Discount

As Of Date: 01/20/2004 Posted: 01/23/2004

Customer Relations

Analyst: CREDIT

Collector: COLLECT

Sales: TEAM

☐ Collection

☐ Dispute

Payment Draft Options

Pay Method: CHK [Pay Balance Now](#) ☐ Preapproved?

Type: ☐ Create Document?

Profile ID: ☐ One Item per Draft?

Other Options

☒ Revaluation Flag

☒ Available for Netting

OK Cancel Apply

Start | Accounts Receivable Tra... | Account Overview - M...

Internet 11:47 AM

- Click on the Item Activity tab to view all activity related to this item including partial payments, write off and refunds.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/VC/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Maintain Items Item Activity

Unit: 11000 Customer: MB_1000010 Status: Open
Item ID: MB0000000223 Name: Kirk Reynolds Days Late: 49

Balance: 20,000.00 Currency: USD

Item Activities

Sequence	Entry Type	Reason	Reason Code	Acctg Date	Posted Date	Voucher ID	Unpost Reason	Amount	Currency
1	IN			01/20/2004	01/23/2004			20,000.00	USD

Group Unit: 11000 Group ID: 251 Billing

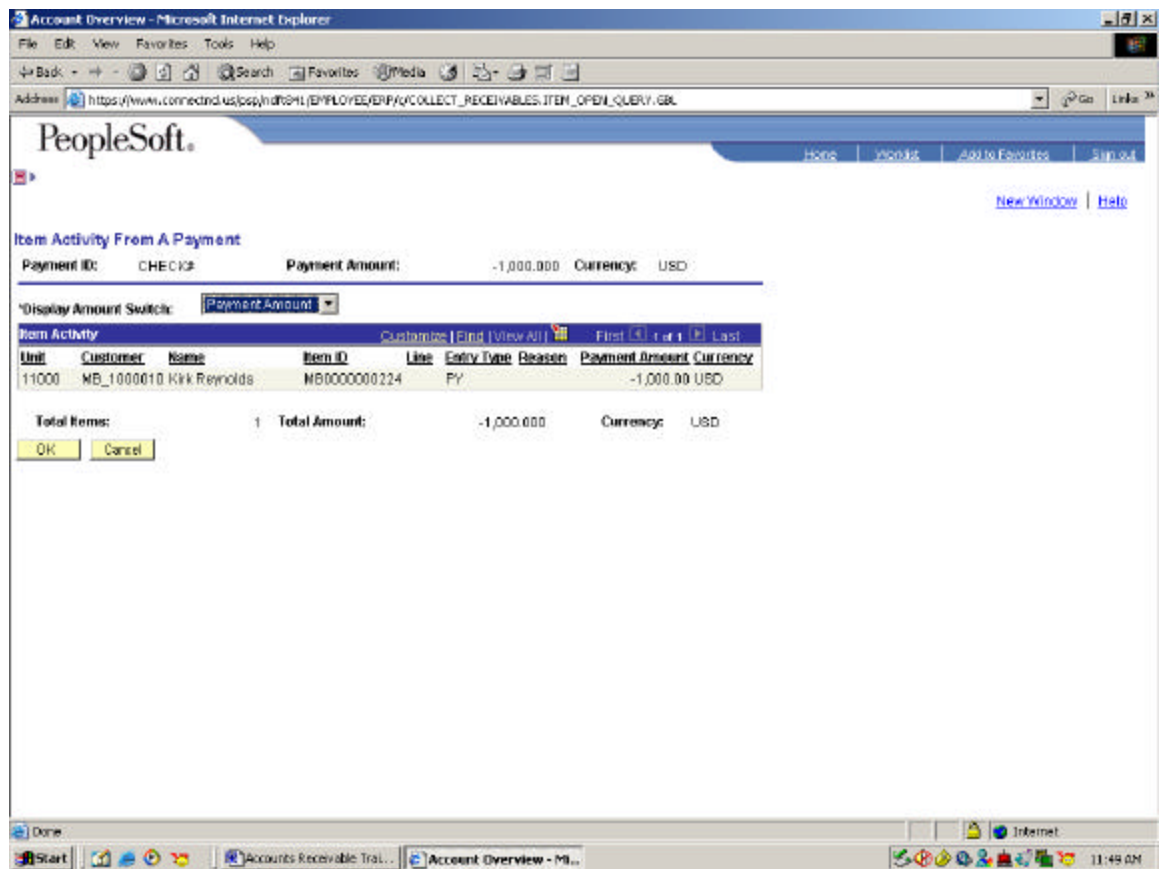
OK Cancel Apply

Maintain Items Item Activity

Start Accounts Receivable Trail... Account Overview - MB...

Internet 11:47 AM

- Click **OK**.
- Click the [Payment](#) link to access payment history related to this customer.



- Click **OK**.
- Click the [Balance](#) hyperlink to show outstanding items.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/ACCOLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Balances Profile Items

*Bill ID: 11000 *Unit: 11000 *Customer: MG_1000010 *Level: N

*Item Status: Open *Ref Type: Item *Ref Value: *Sort Alt: Item

Save Dynamic Columns

*Date Type: Due Date *Operand: < *Date Value: *Amount Type: Entry *Operand: > *Amount Value: *Currency:


Pay Balance Now

Balances | Profile | Items

Done

Start Accounts Receivable Tra... Account Overview - M...

11:51 AM

- Click on refresh icon .

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPP/AV/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Balances | **Profile** | **Items**

SetID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: Open Ref Type: Item Ref Value: Sort All: Item Save Dynamic Columns

Date Type: Due Date Operand: < Date Value: Amount Type: Entry Operand: > Amount Value: Currency: Pay Balance Now

Items	Set	Act	Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1			CREDIT		IMMED			01/05/2004 01/05/2004		-1,000.00	USD
2			INTEREST JAN. 2004		IMMED			01/14/2004 01/14/2004		50.00	USD
3			ITEM		IMMED			01/13/2004 01/13/2004		1,202.00	USD
4			MB0000000199		NET30			12/31/2003 12/01/2003		30,000.00	USD
5			MB0000000209		NET30			02/19/2004 01/20/2004		-30,000.00	USD
6			MB0000000211		IMMED			01/02/2004 01/02/2004		5,000.00	USD

Selected Amount: 0.000 Returned Count: 1 to 19 of 19

Returned Amount: 149,409.00 of 149,409.00

[Balances](#) | [Profile](#) | [Items](#)

Start | Accounts Receivable Trail... | Account Overview - M... | 11:51 AM

- Click the Balances tab when done.
- Click the [Past Due](#) hyperlink to access the open items that make up the customer's past due balance. This link takes you to item detail.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPP/AV/COLLECT_RECEIVABLES.ITEM_OPENL_QUERY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Balances Profile Items

SetID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: Past Due Ref Type: Item Ref Value: Sort All: Item Save Dynamic Columns

Date Type: Due Date Operand: + Date Value: Amount Type: Entry Operand: + Amount Value: Currency: Pay Balance Now

Items	Set	Acct	Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1			CREDIT		IMMED			01/05/2004 01/05/2004		-1,000.00	USD
2			INTEREST JAN. 2004		IMMED			01/14/2004 01/14/2004		50.00	USD
3			ITEM		IMMED			01/13/2004 01/13/2004		1,202.00	USD
4			MB0000000199		NET30			12/31/2003 12/01/2003		30,000.00	USD
5			MB0000000209		NET30			02/19/2004 01/20/2004		-30,000.00	USD
6			MB0000000211		IMMED			01/02/2004 01/02/2004		5,000.00	USD

Selected Amount: 0.000 Returned Count: 1 to 19 of 19

Returned Amount: 149,409.00 of 149,409.00

Balances | Profile | Items

Done

Start Accounts Receivable Trail... Account Overview - M...

11:52 AM

- Click the Balances tab when done.
- Summary Aging:

Account Overview - Microsoft Internet Explorer

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/ACCOLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

11000 | 11000 | MB_100001 | N

Customer Name: Kirk Reynolds

Most Recent Activity

Item ID	Date	Amount	Currency
MB0000000223	01/20/2004	20,000.00	USD
Payment	CHECK#	02/10/2004	1,000.00 USD

	Count	Business Unit	Currency
Pay History Days			0.00
Credit Limit			0.000
Balance			149,409.00 USD
Past Due	19		149,409.00 USD
Disputed	0		0.00 USD
Doubtful	0		0.00 USD
Vendor Balance	0		0.00 USD
Draft Amount	0		0.00 USD

Summary Aging

Aging Category	Count	Business Unit	Currency	Amount
01 Current	1		USD	-30,000.00 USD
02 21-60	8		USD	21,807.00 USD
03 61-90	9		USD	97,602.00 USD
04 91-120	3		USD	60,000.00 USD

Balances | Profile | Items

Start | Accounts Receivable Trail... | Account Overview - M...

11:52 AM

- Click on one of the Aging Categories to view aging detail.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/ACCOLLECT_RECEIVABLES.ITEM_OPENL_QUERY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Balances **Profile** **Items**

SoldID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: All Ref Type: Item Ref Value: Sort All: Item Save Dynamic Columns

Date Type: Aging Cat: = Operand: 02 Category: Amount Type: Entry Operand: Amount Value: Currency: [Pay Balance Now](#)

Item	Sel	Act	Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1	<input type="checkbox"/>	<input type="checkbox"/>	INTEREST JAN 2004		IMMED			01/14/2004	01/14/2004	50.00	USD
2	<input type="checkbox"/>	<input type="checkbox"/>	ITEM		IMMED			01/13/2004	01/13/2004	1,202.00	USD
3	<input type="checkbox"/>	<input type="checkbox"/>	MB0000000219		NET30			01/31/2004	01/01/2004	20,000.00	USD
4	<input type="checkbox"/>	<input type="checkbox"/>	MB0000000222		IMMED			01/14/2004	01/14/2004	-20,000.00	USD
5	<input type="checkbox"/>	<input type="checkbox"/>	MB0000000223		IMMED			01/20/2004	01/20/2004	20,000.00	USD
6	<input type="checkbox"/>	<input type="checkbox"/>	TIM		IMMED			01/13/2004	01/13/2004	555.00	USD

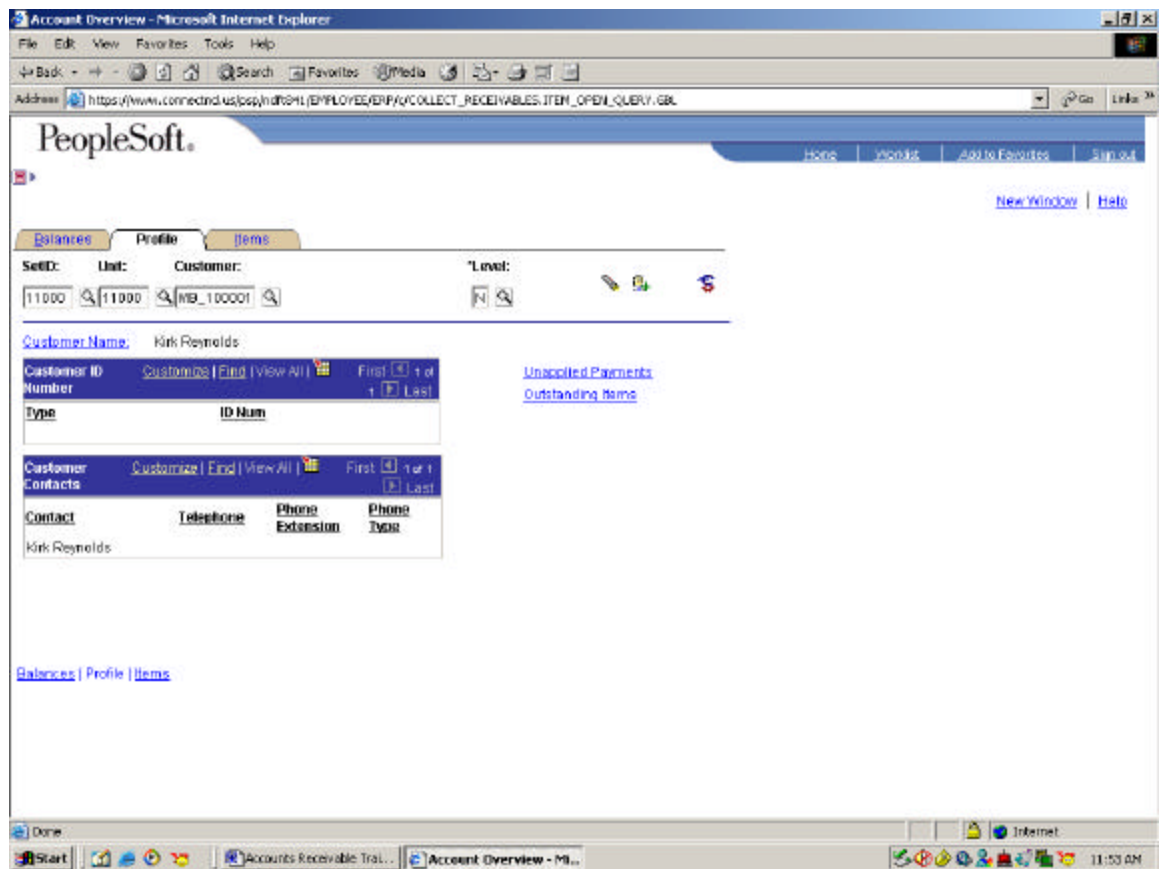
Selected Amount: 0.000 Returned Count: 1 to 6 of 6

Returned Amount: 21,807.00 of 21,807.00

[Balances](#) | [Profile](#) | [Items](#)

Start | Accounts Receivable Trail... | Account Overview - M... | 11:53 AM

- Click on the Profile tab.



- Click on [Customer Name](#) hyperlink to access all the setup information for the customer, including addresses and customer groups.

General Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndf041_2/EMPLOYEE/ERP/C/MAIN/MAIN_CUSTOMERS/CUSTOMER_GENERAL.GBL?Page=CUST_GENERAL&Action=USCUST_ID=MB_1000010

PeopleSoft.

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[New Window](#) | [Help](#)

General Info | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#)

SetID: 11000 Customer: MB_1000010

*Customer Status: Active *Level: Regular
 *Date Added: 12/01/2003 *Since: 12/01/2003 *Type: User 1
 *Name 1: Kirk Reynolds *Short Name: Kirk Reyma

Roles

<input checked="" type="checkbox"/> Bill To Customer Bill To Selection	<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection
<input checked="" type="checkbox"/> Ship To Customer Ship To Selection	<input checked="" type="checkbox"/> Remit From Customer Remit From Selection
<input type="checkbox"/> Sold To Customer Sold To Selection	<input checked="" type="checkbox"/> Corporate Customer Corporate Selection
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer
<input type="checkbox"/> Indirect Customer	Consolidation Business Unit:
<input type="checkbox"/> Grants Management Sponsor	

Go to: More

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Delete/Cancel](#) [Include History](#) [Connect History](#)

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#) | [Address](#) | [Miscellaneous General Info](#)

Done

Start | Accounts Receivable Trail... | Account Overview - Micro... | General Information - ...

11:54 AM

- Click the [Outstanding Items](#) link to access the Outstanding Items page where you can view details on outstanding items.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/ACCOLLECT_RECEIVABLES_ITEM_OPEN_QUERY.GBL

PeopleSoft.

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New Window | Help

Outstanding Items

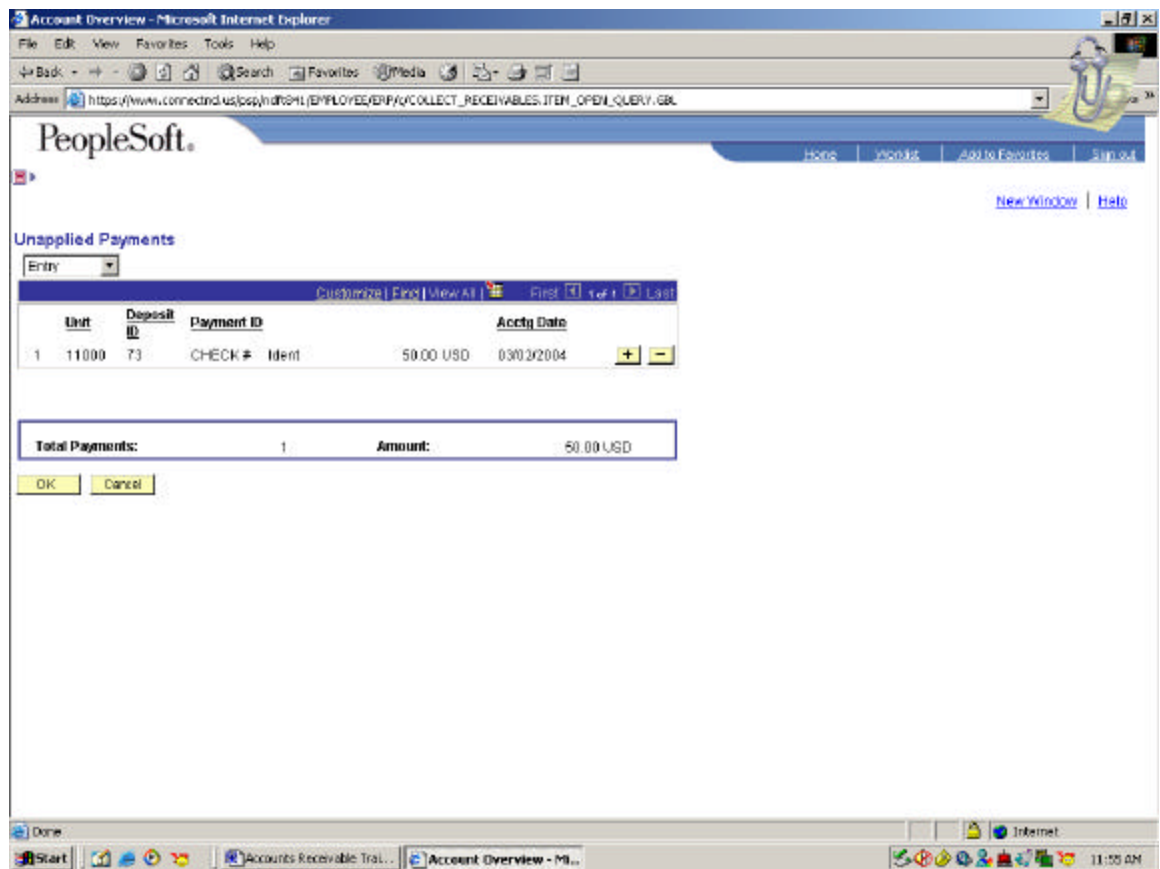
Entry

Group ID	Item ID	Entry Type	Amount	Action Date
1 208	MB0000000211	WO	-400.00 USD	10/20/2003
2 214	MB0000000217	IN	20,000.00 USD	01/05/2004
3 215	MB0000000218	IN	20,000.00 USD	01/05/2004
4 254	MB0000000245	CR	-10,000.00 USD	01/27/2004

Total Items: 4 Total Item Amount: 20,600.00 USD

OK Cancel

- Click **OK**.
- Click the [Unapplied Payments](#) hyperlink to view payments for the customer that have not yet been applied.



- Click **OK**.
- Click on the Items tab.

Note: The Customer Item Inquiry - Items page gives you the flexibility to query item data using many or few criteria, in a variety of combinations.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/ACCOLLECT_RECEIVABLES.ITEM_OPENL_QUERY.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Balances Profile Items

SetID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: All
Closed
Dispute
Doubtful
Last Comp
Open
Past Due

Ref Type: Item Ref Value: Sort All: Item

Save Dynamic Columns

Operand: Category: Amount Type: Entry Amount Value: Currency: Pay Balance Now

Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1 INTEREST JAN 2004		IMMED			01/14/2004 01/14/2004		50.00	USD
2 ITEM		IMMED			01/13/2004 01/13/2004		1,202.00	USD
3 MB0000000219		NET30			01/31/2004 01/01/2004		20,000.00	USD
4 MB0000000222		IMMED			01/14/2004 01/14/2004		-20,000.00	USD
5 MB0000000223		IMMED			01/20/2004 01/20/2004		20,000.00	USD
6 TIM		IMMED			01/13/2004 01/13/2004		555.00	USD

Selected Amount: 0.000 Returned Count: 1 to 6 of 6

Returned Amount: 21,807.00 of 21,807.00

Balances | Profile | Items

Start | Accounts Receivable Trail... | Account Overview - M... | 11:57 AM

Customer Payments

Accounts Receivable > Collections > Customer Information > Payments

Payments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://www.connectnd.us/csp/ndpsmt/EMPLOYEE/HR/FAC/COLLECT_RECEIVABLES/CUSTOMER_PAYMENTS.GBL

Go Link

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Customer Payments

SetId: 11000 Unit: 11000 Customer: MB_100001






From Date: 03/09/2004 To Date: 03/09/2004

Totals

Done

Start Accounts Receivable Trail... Payments - Microsoft...

Internet 11:58 AM

- SetId: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Business Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter Customer ID. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Enter a From/To Date to determine the time period for which you want to review payments. Click  to view a calendar.
- Click on refresh icon .

Payments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRF/AV/COLLECT_RECEIVABLES_CUSTOMER_PAYMENTS.GBL

Go Link

PeopleSoft

Home Worklist Add to Favorites Sign out

New Window Saved

Customer Payments

SetID: 11000 Unit: 11000 Customer: HR_100001

From Date: 01/01/2004 To Date: 03/09/2004

Past Due: 149,409.00 Currency: USD Balance: 149,409.00 Currency: USD

Display Amount Switch: Entry

Payment Details							
Unit	Deposit ID	Seq	Payment ID	Acctn Date	Entry Amount	Currency	
1	11000	67	1 CHECKING	02/10/2004	-1,000.00	USD	
2	11000	54	1 PAYMENT	01/05/2004	-1,000.00	USD	

Totals

Payment Count:	2	Total:	-2,000.00	Currency:	USD
----------------	---	--------	-----------	-----------	-----

Start Accounts Receivable Trail Payments - Microsoft 12:03 PM

- Click the [Balance](#) hyperlink to access the Customer Item Inquiry page. A new window will pop up.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hd/pst1_3/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QRY&Action=UB&BUSINESS_UNIT=11000

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Balances **Profile** **Items**


SetID: 11000 Unit: 11000 Customer: MG_1000010 Level: N

Item Status: Open Ref Type: Item Ref Value: Sort Alt: ☐ Save Dynamic Columns

Date Type: Due Date *Operand: < Date Value: Amount Type: Entry *Operand: > Amount Value: Currency: [Pay Balance Now](#)

[Balances](#) | [Profile](#) | [Items](#)

Start | Accounts Receivable Tra... | Payments - Microsoft Inte... | Account Overview - MI... | 12:02 PM

- Click on refresh icon .

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copy/ndpmt_3/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QUERY&Action=UBUSINESS_UNIT=11000

PeopleSoft. Home Worklist Add to Favorites Sign Out

New Window Help

Balances Profile Items

SoldID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: Open Ref Type: Item Ref Value: Sort All: Item Save Dynamic Columns

Date Type: Due Date Operand: Date Values: Amount Type: Entry Operand: Amount Values: Currency: Pay Balance Now

Items	Sel	Act	Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1	<input type="checkbox"/>	<input type="checkbox"/>	CREDIT		IMMED			01/05/2004	01/05/2004	-1,000.00	USD
2	<input type="checkbox"/>	<input type="checkbox"/>	INTEREST JAN. 2004		IMMED			01/14/2004	01/14/2004	50.00	USD
3	<input type="checkbox"/>	<input type="checkbox"/>	ITEM		IMMED			01/13/2004	01/13/2004	1,202.00	USD
4	<input type="checkbox"/>	<input type="checkbox"/>	MB0000000199		NET30			12/31/2003	12/01/2003	30,000.00	USD
5	<input type="checkbox"/>	<input type="checkbox"/>	MB0000000209		NET30			02/19/2004	01/20/2004	-30,000.00	USD
6	<input type="checkbox"/>	<input type="checkbox"/>	MB0000000211		IMMED			01/02/2004	01/02/2004	5,000.00	USD

Selected Amount: 0.000 Returned Count: 1 to 19 of 19

Returned Amount: 149,409.00 of 149,409.00

Balances | Profile | Items

Start Accounts Receivable Trail... Payments - Microsoft Inte... Account Overview - ML... 12:02 PM

- Click the [Past Due](#) hyperlink to access the Customer Item Inquiry - Items page for more detailed information.

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/hd/pst/_4/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QRY&Action=UB&BUSINESS_UNIT=11000

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Balances Profile Items

SailID: 11000 Unit: 11000 Customer: MG_1000010 Level: N


Item Status: Past Due Ref Type: Item Ref Value: Sort Alt: Item

Date Type: Due Date Operand: < Date Value: Amount Type: Entry Operand: > Amount Value: Currency:

Pay Balance Now

Balances Profile Items

Done Start Accounts Receivable Trail... Payments - Microsoft Inte... Account Overview - MI... 12:04 PM

- Click on refresh icon .

Account Overview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/copyhtml/4/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_OPEN_QUERY.GBL?Page=ITEM_OPEN_QUERY&Action=UBUSINESS_UNIT=11000

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Balances Profile Items

SetID: 11000 Unit: 11000 Customer: MB_1000010 Level: N

Item Status: Past Due Ref Type: Item Ref Value: Sort All: Item Save Dynamic Columns

Date Type: Due Date Operand: < Date Value: Amount Type: Entry Operand: > Amount Value: Currency: Pay Balance Now

Items	Set	Act	Item	PO	Terms	Dispute	Collect	Due	Accounting	Entry Amount	Currency
1		<input type="checkbox"/>	CREDIT		IMMED			01/05/2004 01/05/2004		-1,000.00 USD	
2		<input type="checkbox"/>	INTEREST JAN. 2004		IMMED			01/14/2004 01/14/2004		50.00 USD	
3		<input type="checkbox"/>	ITEM		IMMED			01/13/2004 01/13/2004		1,202.00 USD	
4		<input type="checkbox"/>	MB0000000199		NET30			12/31/2003 12/01/2003		30,000.00 USD	
5		<input type="checkbox"/>	MB0000000209		NET30			02/19/2004 01/20/2004		-30,000.00 USD	
6		<input type="checkbox"/>	MB0000000211		IMMED			01/02/2004 01/02/2004		5,000.00 USD	

Selected Amount: 0.000 Returned Count: 1 to 19 of 19

Returned Amount: 149,409.00 of 149,409.00

Balances | Profile | Items

Start Accounts Receivable Trail... Payments - Microsoft Inte... Account Overview - ML... 12:05 PM

- Click on the Show Payment Information icon next to the Deposit ID to bring up a new window with the Item Activity Form a Payment page.

Items from Payment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address: https://www.connectnd.us/csp/hdr041_5/EMPLOYEE/ERP/COLLECT_RECEIVABLES.ITEM_QRY_PAY1.GBL?Page=ITEM_PAYMENT&action=USDPOSIT_BU=110006DEPOSIT

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Item Activity From A Payment

Deposit Unit: 11000 Deposit ID: 67

Acctg Date: 02/10/2004 Posted Date: 02/10/2004

Payment ID: CHECK# Payment Amount: -1,000.00 Currency: USD

Display Amount Switch: Payment Amount

Unit	Customer	Name	Item ID	Line	Type	Reason	Payment Amount	Currency
11000	NR_1000010	Kirk Reynolds	NR0000000324	1	Py		-1,000.00	USD
Total:			1	Total Amount:			-1,000.00	Currency: USD

Save Return to Search Query

Done Start Accounts Receivable Trail... Payments - Microsoft Inte... Items from Payment ... 12:07 PM

Item Information

Item Activity

Accounts Receivable > Collections > Item Information > Item Activity

Item Activity
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [11000] [magnifying glass icon]

Customer ID: [begins with MB_1000010] [magnifying glass icon]

Item ID: [begins with] [magnifying glass icon]

Item Line: [=] [magnifying glass icon]

Credit Analyst: [begins with] [magnifying glass icon]

Collector: [begins with] [magnifying glass icon]

Purchase Order Reference: [begins with] [magnifying glass icon]

Document ID: [begins with] [magnifying glass icon]

Bill of Lading: [begins with] [magnifying glass icon]

☐ Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Search Results
View All

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
11000	MB_1000010	CREDIT	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	INTEREST JAN 2004	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	ITEM	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	MB0000000100	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)

- Business Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon to see and choose from a list of valid values.
- Customer ID: Enter the appropriate customer id. Click on the magnifying glass icon to see and choose from a list of valid values.
- Click

Item Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/csp/ndrcs41/EMPLOYEE/ERP/F/COLECT_RECEIVABLES_ITEM_DATA2.GBL

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Item Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 11000

Customer ID: begins with MB_1000010

Item ID: begins with

Item Line: =

Credit Analyst: begins with

Collector: begins with

Purchase Order Reference: begins with

Document ID: begins with

Bill of Lading: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-10 of 10 Last

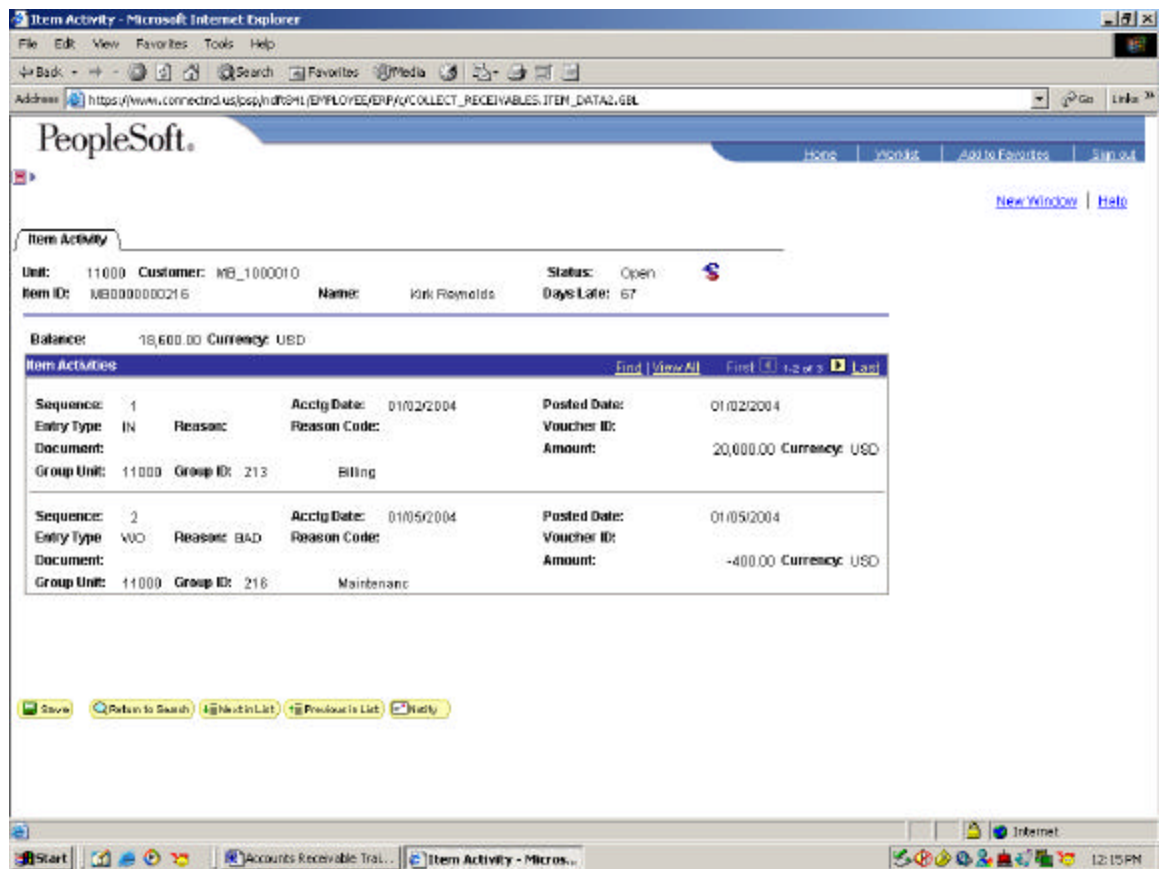
Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
11000	MB_1000010	CREDIT	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	INTEREST JAN. 2004	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	ITEM	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	MB0000000100	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)

Done

Start | Accounts Receivable Tral... | Item Activity - Micros...

Internet 12:13 PM

- Select the appropriate Item ID.



Item Activity

Unit: 11000 Customer: MB_1000010 Status: Open
 Item ID: MB0000000216 Name: Kirk Reynolds Days Late: 67

Balance: 18,600.00 Currency: USD

Item Activities			
Sequence:	1	Accy Date:	01/02/2004
Entry Type:	IN Reason:	Reason Code:	
Document:		Posted Date:	01/02/2004
Group Unit:	11000 Group ID: 213 Billing	Voucher ID:	
		Amount:	20,000.00 Currency: USD
Sequence:	2	Accy Date:	01/05/2004
Entry Type:	VOC Reason: BAD	Reason Code:	
Document:		Posted Date:	01/05/2004
Group Unit:	11000 Group ID: 216 Maintenance	Voucher ID:	
		Amount:	-400.00 Currency: USD

Save Return to Search Next in List Previous in List Notify

All Item Information

Accounts Receivable > Collections > Item Information > All Item Information

PeopleSoft.

All Item Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [11000] [magnifying glass icon]

Customer ID: [begins with MB_1000010] [magnifying glass icon]

Item ID: [begins with] [magnifying glass icon]

Item Line: [1] [magnifying glass icon]

Credit Analyst: [begins with] [magnifying glass icon]

Collector: [begins with] [magnifying glass icon]

Purchase Order Reference: [begins with] [magnifying glass icon]

Document ID: [begins with] [magnifying glass icon]

Bill of Lading: [begins with] [magnifying glass icon]



☐ Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Search Results

View All First 1-10 of 10 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
11000	MB_1000010	CREDIT	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	INTEREST JAN. 2004	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	ITEM	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)
11000	MB_1000010	MB0000000193	0	Open	CREDIT	COLLECT (blank)	(blank)	(blank)	(blank)

- Business Unit: Accounts Receivable / Billing Business Unit. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Customer ID: Enter the appropriate customer id. Click on the magnifying glass icon  to see and choose from a list of valid values.
- Click **Search**
- Select the appropriate Item ID.

Microsoft Internet Explorer - All Item Information

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HR/FIN/AR/COLLECT_RECEIVABLES.ITEM_ORY_ITEM_ALL.GBL

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[New Window](#) | [Help](#)

Item Status | **Item Activity** | Item VAT Entries | Item Accounting Entries

Unit: 11000 Customer: MS_1000010 Status: Open
Item ID: ITEM Name: Kirk Reynolds Days Late: 50

Item Information

Accty Date: 01/13/2004	Entry Type: IN	Reason:	Order No:
Balance: 1,202.00	Currency: USD	AR Dist: AR	Contract:
			BI Unit:

Due Date: 01/13/2004	Due Days:	<input type="checkbox"/> Always Allow Discount
Terms: IMME0	Disc Days:	Analyst: CREDIT
Discount Amount:	Date:	Collector: COLLECT
Discount Amount 1:	Date 1:	Sales: TEAM

As Of Date: 01/13/2004	Posted: 01/13/2004	Bill of Lading:
<input type="checkbox"/> Collection	<input type="checkbox"/> User 10	Document:
<input type="checkbox"/> Dispute		PO Ref:
		LIC ID:

[Return to Search](#) | [Next in List](#) | [Previous in List](#) | [Library](#)

[Item Status](#) | [Item Activity](#) | [Item VAT Entries](#) | [Item Accounting Entries](#)

Start | Accounts Receivable Trail... | All Item Information - ... | 12:19 PM

- Click on the Item Activity tab.

Microsoft Internet Explorer - All Item Information

Address: https://www.connectnd.us/csp/hdr041/EMPLOYEE/HRPP/VC/collect_RECEIVABLES.ITEM_QRY_ITEM_ALL.GBL

PeopleSoft

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[New Window](#) | [Help](#)

Item Status | Item Activity | **Item VAT Entries** | Item Accounting Entries

Unit: 11000 Customer: MB_1000010 Status: Open
Item ID: ITEM Name: Kirk Reynolds Days Late: 56

Balance: 1,202.00 Currency: USD

Item Activities

Sequence	Entry Type	Reason	Reason Code	Acctg Date	Posted Date	Voucher ID	Unpost Reason	Amount
1	IN			01/13/2004	01/13/2004			1,202.00 Currency: USD
Document:								
Group Unit: 11000	Group ID: 240	Billing						

[Return to Search](#)
[Add Item to List](#)
[Previous Item in List](#)
[Modify](#)

[Item Status](#) |
 [Item Activity](#) |
 [Item VAT Entries](#) |
 [Item Accounting Entries](#)

Start | Accounts Receivable Trail... | All Item Information - ... | 12:20 PM

- Click on the Item Accounting Entries.

Microsoft Internet Explorer - All Item Information

Address: https://www.connectnd.us/csp/ndvst/EMPLOYEE/HRPP/AV/COLLECT_RECEIVABLES.ITEM_ORY_ITEM_ALL.GBL

PeopleSoft

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[New Window](#) | [Help](#)

Item Status | Item Activity | Item VAT Entries | Item Accounting Entries

Unit: 11000 Customer: MB_1000010 Kirk Reynolds
Item ID: ITEM Line: Days Late: 55 Status: Open

Balance: 1,202.00 Currency: USD

Item Activity

Find | View All | First | 1 of 1 | Last

Seq: 1 Entry Type: IN Acctg Date: 01/13/2004 Amount: 1,202.00

Accounting Lines

Accounting Information | Line Information | Document | [Link]

Line	GL Unit	Ledger Group	Ledger Account	Operating Unit	Fund Code	Dept ID	Program Code	Class Field	Project	Subsystem PC Bus Unit	Subsystem Activity ID
1	11000		124001								
2	11000		431010								

Return to Search | Next in List | Previous in List | History

[Item Status](#) | [Item Activity](#) | [Item VAT Entries](#) | [Item Accounting Entries](#)

Done

Start | Accounts Receivable Trail... | All Item Information - ...

Internet 12:20 PM